

FITMAN'S
SHORTHAND WRITING
EXERCISES AND
EXAMINATION TESTS

TWENTIETH CENTURY EDITION

1/6





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PITMAN'S SHORTHAND
WRITING EXERCISES

Pitman's Shorthand Writing Exercises and Examination Tests

A Series of Graduated Exercises on
Every Rule in the System and Adapted
for use by the Private Student or in
Public Classes



EIGHTH EDITION

London
Sir Isaac Pitman & Sons, Ltd., 1 Amen Corner, E.C.
Bath and New York.

Entered at Stationers' Hall

PRINTED BY SIR ISAAC PITMAN
& SONS, LTD., LONDON, BATH,
AND NEW YORK

PREFACE

THE chief object of this work is to provide the student of Pitman's Shorthand with a series of exhaustive Exercises on every rule in the system. An examination of the arrangement of the Exercises will show that they have been prepared in such a way that the student may not only thoroughly master each principle as it is reached in the course of his study, but that he is enabled *at the same time* to acquire a very extensive knowledge of words and the outlines for them, and also to commence the practice of writing from dictation almost from the beginning of his study of the theory. Facility in writing and in reading shorthand may therefore be obtained *along with* a perfect mastery of the principles, and thus the student will be saved a good deal of valuable time.

It is scarcely necessary to say that this work is not intended to take the place of "Pitman's Shorthand Instructor" or any of the other text-books of the system. It is supplementary to those, and the Exercises herein contained will be most correctly written, and with the greatest benefit to the student, if he will take care always to refer to his text-book before commencing to work the Exercises on any rule. Attention to this, and to the brief directions at the head of the Exercises, will enable the student to work through the various sections with few or no mistakes.

It is probable that the student will meet in these Exercises

with some words that are unfamiliar to him. He is recommended in such a case invariably to refer to the dictionary for the meaning of the words, remembering that transcription of shorthand notes is all the more easy when the meaning of the words is perfectly understood by the writer.

It may be pointed out, too, that the Exercises contain very many illustrations of the principle of Word-Building, and that the student will be able to construct innumerable other outlines on the plan suggested by the examples referred to. The total number of words in the sentence exercises is given in the figures in parenthesis at the end of each

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WRITING EXERCISES

EXERCISE 1.

Long Vowels.

Vowels placed at the left side of an upright or sloping consonant, or above a horizontal, are read before the consonant. Vowels placed at the right side of an upright or sloping consonant, or below a horizontal, are read after the consonant.

The student is directed by small capital letters when to write the consonants *sh*, *l*, *r*, and *h* downward. Grammalogues and contractions are printed in italic.

- 1 pa, palm, paw, pall, pawnee, pawed, pay, paid, pale,
- 2 page, pare, pooh, ope, pope, poke, pole, pore, bay, babe,
- 3 bake, bait, bale, bailee, bathe, bare, beau, boat, bowl,
- 4 bore, boo, bee, bought, eat, ate, oat, tea, toe, toad, tome,
- 5 toll, tollage, tore, Tay, tape, take, tame, tail, tare, awed,
- 6 ode, day, date, dado, dame, dale, dare, do, doe, dote,
- 7 dodo, dole, dome, door, donate, donee, aid, Dee, each,
- 8 chew, choke, jay, Jake, jail, jaw, Joe, Job, joke, Jew, age,
- 9 caw, Cœ, cope, code, coach, coke, comb, coal, core, cocoa,
- 10 coo, Kay, cape, Cato, Cade, cage, cake, came, kale, oak,
- 11 ache, eke, auk, key, gay, gape, gate, gauge, game, gale,
- 12 goat, goal, gore, Gaul, fay, fade, faith, fame, fail, fare,
- 13 fee, fall, foe, folk, foam, foal, fore, forego, eve, vague,
- 14 veil, vote, vogue, vole, oath, thaw, thee, they, ace, say,
- 15 saw, so, sew, see, ooze, ease, owes, Zoo, shah, shape,
- 16 shade shake, shame, share, shaw, show, showed, shore,
- 17 shoe, she, ma, may, make, maim, mail, mare, maw,
- 18 maul, mow, mope, mole, aim, moo, nay, nape, name,
- 19 nail, knee, gnaw, no, knoll, Nore, e'en, own, ail, eel, awl,

- 20 lay, laid, lake, lave, lame, laiR, lee, law, laud, low, lobe,
 21 load, loaf, loth, loathe, loam, loRe, loo, aiR, eaR, oar, ray,
 22 rate, rage, rake, rail, rare, re, raw, wrought, roe, rope,
 23 robe, rote, rode, roach, rogue, roam, roll, roar, rue, way,
 24 wade, wage, ware, we, woe, woad, wore, woo, wee, ye,
 25 yew, yea, haw, Hay, Hake, Haigh, Hoe.

EXERCISE 2.

Long Vowels (continued).

A third-place vowel, between two strokes, is written before the second stroke.

- 1 beet, deep, cheap, keep, sheep, neap, leap, reap, weep,
 2 heap, eat, beat, keyed, feed, lead, reed, weed, heed, each,
 3 peach, beach, teach, leech, reach, liege, eke, peak, beak,
 4 teak, meek, leek, reek, league, thief, leaf, leave, teeth,
 5 Keith, Meath, wreath, heath, wreath, beam, team, deem,
 6 theme, ream, eel, peel, deal, keel, meal, feel, veal, kneel,
 7 reel, eaR, peer, beer, tear, deer, jeer, gear, fear,
 8 veer, shear, leer, mere, rear, weir, boom, tomb, doom,
 9 loom, room, poop, coop, loop, rupee, hoop, pool, cool,
 10 Goole, fool, rule, boot, jute, root, chewed, food, rude,
 11 wooed, poor, boor, moor, retail, Nero, oatmeal.

EXERCISE 3.

Long Vowels (continued).

GRAMMALOGUES.

\ all, \ be, , he, . the, , who (down).

1. *He* may load *all* the hay. 2. *Who* may take *the* meal?
 3. *Who* may *he* be *who* rode the bay mare? 4. Paul may go
all the way. 5. *He* may take *the* ore. 6. *She* may weep *all*
the day. 7. *The* Pawnee may take *the* wreath. 8. Joe Booth
 may vacate *the* poop. 9. May Ruth Cope read *the* tale?

10. Joe Bate may teach me *the* polo game. 11. We fear *the* thief may locate *the* rare peach. 12. May we go forth? 13. *All who* read *the* theme may weep. 14. SHOW me *the* bailee *who* came. 15. We *all* say *the* leech may see *the* deep mere. 16. May Paul Booth lead *the* sheep? 17. We may *all* aid poor Paul. 18. We hope *the* day may *be* fair. (118)

EXERCISE 4.

Long Vowels (continued).

1. May we SHOW *the* pale hero *the* way we weed? 2. *He* may take heed. 3. Paul Page may take *the* mail coach. 4. May *he* read *all the* way? 5. We fear *the* rogue may peach. 6. *Who* may lead *the* mare, Joe? 7. *SHE* may fall. 8. We *all* hope *SHE* may reach *the* moor. 9. We saw *the* rude rogue *who* rowed *the* boat take *the* boot. 10. *He* may *be the* thief *who* beat Dame Bate. 11. May we take *the* peer *the* fare? 12. We hope poor Joe Beach may keep *the* cape we bought. 13. We fear *he* may leave *the* meal. (96)

EXERCISE 5.

Long Vowels (continued).

1. Joe Hague may keep *all the* change. 2. Who saw *the* meek deer move o'er *the* moor? 3. They may reach *the* deep pool. 4. Paul may see *the* game. 5. *He* may take *all the* oatcake. 6. SHOW me *the* way they rode. 7. *The* rude foe may retake *the* gate. 8. *Who* may take *the* knave? 9. *All who* know *the* way may take *the* lead. 10. We fear Joe may pay *all the* fare. 11. *He* may do so. 12. Paul Peel may pay *the* fare *he* owes. 13. Joe Beach may read *the* tale, though *he* may tear *the* page. 14. *Who* may *the* tall dame *be*? 15. Move *the* coach, so we may *all* see *the* game. 16. *The* sea foam may make *the* cape fade. 17. *The* rogue may moor *the* boat ere we reach *the* shore. 18. May we *all* go? (131)

EXERCISE 6.

Long Vowels (concluded).

1. We may *all* see *the* meek sheep feed. 2. *Who* may *the* rude thief *be who* rowed *the* boat? 3. We *all* say *he* may reach Goole. 4. *The* tall Pawnee may also take *the* cocoa. 5. They *all* saw *the* poor lame mare eat *the* hay. 6. May we make *the* rogue share *the* cake? 7. They say Job Meek may take *the* boat. 8. May *he* pay *the* toll? 9. We fear *the* page may tear *the* leaf. 10. Move *the* boom, so they may take *the* boat. 11. May Job Cope change *the* food? 12. We both saw *the* fair dame take *the* gay cape. 13. *The* rogue *who* wrote *the* page may take *the* wreath. 14. May we lead *the* way? 15. We may *all* reach *the* cool shade. 16. *He* paid *all he* owed. 17. *Who* bought *the* cheap ball? 18. May they keep *the* cage? 19. Make Keith pay *all the* fare. 20. They may *all* know *the* name. 21. show *the* leech *the* fair page. 22. We fear they may retake *the* boat. 23. *Who* may take *the* peach? 24. They may teach *all the* poor folk *the* game. 25. *The* coach may take *all the* four. 26. show me *the* mare. 27. They may keep *all the* cocoa. 28. *Who* paid *the* fare?

(194)

EXERCISE 7.

Short and Long Vowels.

Second-place short vowels and third-place long or short vowels, between two consonants, are written before the second consonant.

1 (a) bet, debt, jet, jetty, get, Ted, fed, shed, meadow,
 2 Neddy, led, red, ready, head, heady, etch, ketch, fetch,
 3 wretch, edge, kedge, ledge, wedge, hedge, peck, beck, deck,
 4 check, neck, wreck, egg, peg, beg, keg, leg, legacy, legate,
 5 legatee, levy, revere, heavy, gush, mush, lush, rush,
 6 hush, dumb, chum, gum, thumb, mum, mummy,
 7 mummary, numb, rum, punch, bunch, munch, lunch,
 8 hunch, funny, money, honey, penny, Jenny, Kenny,

9 many, length, lengthy, lenity, bench, wrench, wench,
 10 pulp, pulpy, dull, cull, colour, gull, gully, gullied, gulp,
 11 gulf, pell, bell, bellow, bellowed, Tell, dell, delta, delay,
 12 jelly, Kelly, fellow, mell, mellow, mellowed, melody,
 13 relay, yellow, Perth, birth, dearth, girth, mirth, bung,
 14 tongue, chunk, junk, monk, monkey, lung, rung, hung,
 15 among, tub, dub, chub, chubby, cub, rub, hub, tuck, duck,
 16 chuck, lucky, ruck, pug, tug, dug, jug, mug, nugget, lug,
 17 luggage, rug, hug, budge, judge, fudge, nudge, putty,
 18 cutty, nutty, rut, perry, berry, Terry, Derry, cherry, Jerry,
 19 Kerry, ferry, verity, sherry, merry, burrow, curry, furrow,
 20 furry, thorough, thoroughly, Murray, lurry, hurry.

1 (b) pill, pillow, billow, till, dill, chilly, jill, kill, filly, mill,
 2 milk, milky, lily, rill, pip, tip, dip, chip, kip, ship, nip,
 3 lip, rip, hip, nib, rib, pity, bit, ditty, Kitty, writ, kid,
 4 giddy, middy, lid, rid, hid, pitch, ditch, niche, rich, richly,
 5 witch, hitch, midge, ridge, pick, tick, chick, kick, thick,
 6 nick, lick, rick, pig, big, dig, jig, gig, fig, rig, fifty, live,
 7 livelong, dim, dimly, chimney, vim, limb, rim, tinny,
 8 finny, ninny, pinch, lynch, winch, pink, chink, link, rink,
 9 wink, ring, wing, pull, pulley, bully, bullied, fully, book,
 10 took, shook, nook, look, hook.

1 (c) appal, apology, appeal, appear, apeak, abash, abate,
 2 abbey, ability, abet, atom, atomic, attic, ado, agility,
 3 academy, agony, afar, aver, acid, ashore, anatomy,
 4 anatomic, anchovy, allay, alb, album, arm, armour,
 5 armada, array, arrow, ark, away, aware, ebb, ebbing,
 6 ebony, effect, evict, edit, Emily, enough, envy, envelop,
 7 envenom, elf, elope, err, earl, early, Italy, italic, Islam,
 8 image, inch, indulge, ink, inky, opera, operetta, oblong,
 9 oddly, offal, offing, olive, orb, orchid, up, uprear, uproar,
 10 ugly, unpack, undo, unfair, unfairly, unveil, uneasy,
 11 uneasily, unmake, unmarried, unlucky, unrobe, unaware,
 12 unwary, unwearied, unworthy.

1 (d) pal, pallid, pallor, pack, back, tack, Jack, knack, lack,
 2 rack, hack, hackney, patty, bat, chatty, fatty, vat, natty,
 3 rat, tap, chap, gap, map, nap, lap, rap, hap, tab, dab,

4 cab, shabby, nab, path, bath, lath, wrath, pad, padlock,
 5 caddy, fad, faddy, shadow, lad, laddie, patch, batch,
 6 catch, thatch, match, latch, hatch, pod, body, bodily,
 7 toddy, cod, shod, shoddy, rod, hod, pop, top, chop, cop,
 8 fop, shop, mop, lop, hop, dock, chock, shock, mock,
 9 knock, lock, rock, rocky, hock, hockey, toffee, coffee,
 10 lofty, policy, doll, jolly, collie, folly, volley, Mollie, loll,
 11 rollick, rot, rob, robbery, dot, domino.

EXERCISE 8.

Short and Long Vowels (continued).

GRAMMALOGUES.

_____ a, an, _____ and (up), / are, | but, | it, \ of, \ to.

1. Date *the* cheque *a* month ahead, *and* pay *the* debt *to the* miller. 2. They wrote *to* say they laid *the* lead in *the* rut at *the* bottom of *the* road. 3. *The* rude village lad showed Fanny Finch *the* route *he* took *to* reach *the* shade of *the* shed at *the* edge of *the* lake. 4. *The* lame lamb licked *the* poor limb, *and* fell ere *it* got *to the* gate. 5. We *are to* take lunch in *the* dell; *but* we may get no food if we *are* delayed in *the* wood. 6. We hope Mary Beach may marry Philip Murray. 7 If so, we may *all* go *to the* wedding. (107)

EXERCISE 9.

Short and Long Vowels (continued).

1. May we appeal *to* Tom Murray *to* take *a* share in *the* game, *and* lead us *to* victory? 2. *The* pick of *the* party *are* away ill; *but* we hope *to* make *a* fair game of *it*. 3. If we only manage *to* get Tom into *the* team, we may pull off *the* match easily. 4. We own *to an* uneasy feeling in *the* affair. 5. Ask Nellie *to* fetch me *a* big cake, *a* pear, *and a* cup of coffee. 6. *The* sea air may make us feel ready *to* eat. 7. We *are to* take lunch in *the* leafy shade at *the* bottom of *the* lovely valley. 8. Polly *and* Annie *are to* go in *the* gig. 9. They

hope *to* catch up *to* us ere we reach *the* weir. 10. *The* Yankee wore *a* lovely ruby ring. 11. *He* showed rare ability in *the* comic opera, *and* we hope *he* may tarry in *the* village *all the* month. 12. We rarely see so funny *a* fellow. 13. Both Philip *and* Jerry say they see no ability in *the* fellow; *but* they *are* full of envy *and* vanity, *and* so they *are* unfair. 14. May they shake off so foolish *a* feeling, *and* make *a* thorough apology *to the* chatty Yankee! (200)

EXERCISE 10.

Short and Long Vowels (continued).

1. We may easily take *a* cheque *and* pay *the* debt. 2. *Are* we *to* knock in *the* head of *the* tub? 3. *It* may *be* *a* dirty job, *but* we may manage *it*. 4. We fear *to* talk of *the* ability of *the* lad. 5. Ted Miller may *be* full of envy. 6. If we take *the* narrow path along *the* meadow, we may readily get *to the* shop in *the* village. 7. *The* lad may catch up *to* us on *the* way, *and* so we may *all* reach *the* dock early enough *to* take *a* look at *the* big ship. 8. *It* may *be* many *a* long *and* weary month ere we see *the* merry fellow *who* came *to the* village *to* see us. 9. *The* memory of *the* jolly party may live many *a* long day. (130)

EXERCISE 11.

Short and Long Vowels (continued).

1. Take *a* cheque *and* pay *the* bill *to the* dealer. 2. We hope *the* colour may keep. 3. They say *the* calico may *be* ready *to* ship *to-morrow*. 4. We *are* *to* ship *the* big keg of rum early in *the* month of March. 5. We may leave *the* bale of twill. 6. *It* may *be* ready *to* go early in May. 7. Do they know *the* rate *to* charge? 8. They say so, *but* we fear they may *be* wrong. 9. Do they know *the* length *and* width of *the* big boat at *the* back of *the* dock? 10. Go *to the* bank; cash *the* cheque; *and* fetch *the* money *to* me. 11. Ask Bennett *and* Murray *to* ship *the* merino. 12. Take *a* form of policy, *and* insure *the* bale of fur. 13. *Are* we *to* redeem *the* bill

to-day, OR may we leave *it* ? 14. Ask Tom Bailey *to* mark *the* package in red ink. 15. Do they say they guarantee *the* colour of *the* red robe ? 16. We fear *it* may easily fade in *a* month. 17. Take *the* bill, *and* ask *the* notary *to* mark *it*. 18. We hope *the* firm may deal fairly, *and* pay *the* bill. 19. Take no cheque, *but* ask *the* firm *to* pay *the* bill in ready cash. 20. *The* ship "Baltic" may load at *the* big dock *to-morrow*. 21. Ask *the* fellow in *the* barge *to* pack *all the* luggage in *the* bottom of *the* boat. 22. *He* may get *a* lad *to* carry *the* bag *to the* ship. 23. They *all* took *a* thorough look at *the* big ship. 24. *The* butt of sherry may *be* ready *to* ship *to-morrow* OR Monday. (261)

EXERCISE 12.

Short and Long Vowels (concluded).

1. *The* bill may *be* unpaid, *and the* fellow may *be* rude *to* Tom Parry. 2. We rang *the* bell, *but* no lad came *to the* door. 3. May *be the* family were away. 4. We *all* appear *to* fear *the* fellow may *be a* sham. 5. If so, *he* may carry *the* game far enough *to* take in many poor folk in *the* village below. 6. *He* may *be* infirm, *but we all* fail *to* see *it*. 7. *He* may shock *the* poor lady at Birch Villa. 8. *she* may *be* ill *and* laid up many *a* month. 9. Tom *and* Adam may both go in *the* coach, *and* ask *the* lady *to* beware of *the* rogue. 10. *He* may easily take away *all the* money. 11 We hope they may pay heed *to all* we may say. (128)

EXERCISE 13.

Diphthongs.

The diphthong *oi* is written in the first place, and the diphthong *u* in the third place. The diphthongs may be joined to a consonant where convenient.

- 1 (*a*) pie, pipe, piety, pied, pile, pyre, piracy, bite, bile, byre,
- 2 type, tied, tidy, tidily, tithe, timely, tiny, tile, tire,
- 3 attire, retire, tyro, die, diet, dyke, dime, dire, chide,

4 chime, china, gibe, fie, purify, terrify, defy, verify, vilify
 5 mollify, indemnify, rarefy, horrify, fife, five, file, fire, fiery
 6 vie, Viking, vile, shy, shied, shiny, shire, mighty, mile,
 7 mire, miry, nigh, knife, ninety, deny, demy, denied, Nile,
 8 lie, lied, like, liked, likely, life, life-time, life-long, lively,
 9 lithe, lime, lyre, rye, ripe, right, rightly, ride, riding,
 10 writhe, rhyme, rile, wire, wiry, wired, wiring, hide, item,
 11 idle, idly, ivy, ivory, ice, icy, icily, ice-boat, eyes, ire,
 12 Irish, irony, ironic.

1 (b) pouch, couch, vouch, avouch, avow, outlaw, outlawed,
 2 outlawry, outlay, dowry, owl, owlsh, cow, cowed, cowl,
 3 cowry, loud, loudly, lounge, rowdy, bough, tower, county,
 4 endow, doughty, pow-wow, bout, towel, towelng, downy,
 5 dowl, chow-chow, jowl, Gow, gouge, fowl, fowling,
 6 vowel, vower, showery, mouthing, loutish, rout, rowel,
 7 howdah.

1 (c) boy, boyish, boiler, buoyant, buoyancy, toil, toiler,
 2 toyed, doily, coy, coyed, coil, coinage, foil, moil, alloy,
 3 joy, enjoy, envoy, oil, oiled, oiler, oily, annoy, annoyer,
 4 ahoy, hoy, hoidenish.

1 (d) pue, puke, puma, puny, pule, Bute, beauty, bureau,
 2 rebuke, tue, tube, tumor, tunic, due, endue, adieu, dupe,
 3 duty, duke, duly, unduly, cue, askew, cupola, occupy,
 4 cube, cubic, cure, curacy, ridicule, few, feud, fume,
 5 perfume, assume, fury, view, purview, review, sue, pursue,
 6 tissue, ensue, mew, mule, mural, demure, new, anew,
 7 renew, venue, avenue, hew, huge, eulogy, Europe, youth,
 8 usurp, usury, value, valued, vacuity, volume, vicuna,
 9 Wight, wide, wider, widely, wife, wifely.

EXERCISE 14.

Diphthongs (continued).

GRAMMALOGUES.

— can, \ have, ^ how, ^ I or eye, — our or hour
 (was, ^ why, ^ you.

1. Both you and I know it was right to ask the new duke to

rebuke *our* nephew, Tom Boyle. 2. *The* idle fellow *can* admire no toil. 3. *He* may annoy *and* ridicule us now, *and* idle away many *an* hour ; *but* we know *the* value of time, *and*, if we *have* to use *our* power to do so, we hope to make Tom know *it* also. 4. *How* foolish to allow *the* time of our youth to go idly by, *and* hope to retire at a ripe age, rich, full of power, *and* liked by *all who* know us ! 5. *Why* do you take so wrong a view of life ? 6. *I* ask you to do your duty manfully ; to be genuine ; to aspire to a life of utility ; *and* to defy the idle youth *who* may hope to lead you aside. 7. If you do so, you are likely to have a high name among *all who* know you.

(155)

EXERCISE 15.

Diphthongs (continued).

1. *How can I* dare to occupy *an hour* of your time each day ? 2. *You have* so much to do, *and* so many to take you away. 3. *Why was* Tom Abbott allowed to leave *our* room to go to annoy you. 4. My eye may appear dim to you ; *but I* am all right, *and I* hope to enjoy my tea in the new room. 5. *The* duke may like to take my nephew to Cuba in July ; *but I* hope to be in time to make the boy retire. 6. *I may have* to assume an authority unlike my own feeling ; *but if I am* to be loyal to my duty *I may have* to wire my nephew to keep back *an hour* or so. 7. *You may* know how to foil the duke. (130)

EXERCISE 16.

Diphthongs (continued).

1. *Why have* you allowed your big dog to bite my white cow ? 2. *How was it* he came to terrify the poor animal ? 3. *I may* make you pay the damage, *and it may be* your duty to see the duke *and* avow the injury. 4. If you fail to make me a full apology *I may* pursue you at law, *and make you* rue your idle joke. 5. *How can* you decoy our boy Hugh to the annual fair at Newcome ? 6. We fear *he may* become an idler,

and so fall into penury. 7. We see no beauty in the type of youth you show the boy, and we hope you are loyal enough to review your life and dare to take a new path to the right. 8. Have a high aim in life ; pursue it right loyally ; and show the county all you can do if you like. 9. We hope you may leave the vile few who value your money only. 10. Fear no ridicule ; but aspire to become a power in your own county. 11. Do your duty like a hero, and allow no rowdy fellow to terrify you into a wrong path. 12. You know we have to rebuke you, though we love you. (200)

EXERCISE 17.

Diphthongs (concluded).

1. How can I hope to ship the wire by July ? 2. I hope to have the china ready in time to go by the boat due to leave on Monday. 3. Do you know how much you are to allow the buyer ? 4. Why was he so much in arrears ? 5. Hugh Doyle may take up our agency in New York. 6. I hope he may arrive in time to see the buyer. 7. I have a new range of vicuna, of rare beauty, to show you. 8. Do you know the value of the tunic he showed you ? 9. He may ask to see a pure white calico. 10. The failure of the oil firm may affect us. 11. Ask the dealer to have a pipe of sherry ready to ship by the fourth of July. 12. Take a cab, and ride all the way to the far dock. 13. I have to assume you are right in the view you take of the affair. 14. I hope you may thoroughly enjoy the voyage to the Cape. 15. Can you guarantee the accuracy of the tale ? 16. Ask the buyer to view the new china. 17. If you are wide-awake, he may buy all you have to show. 18. Why was he so long in the shop ? 19. If we annoy the fellow, he may leave us alone, and go and buy of Boyle and Nephew. 20. The fellow showed rare ingenuity in the escape. 21. He may eventually take refuge in the wood. 22. He owes no money to our firm, though they say so. 23. I may go and see the envoy to-morrow or Monday. 24. Be back in an hour. (261)

EXERCISE 18.**Circle S and Z.**

The circle *s* is written backward to a straight line ; inside a curve ; and outside an angle formed by two straight lines. In this exercise, and in Exercises 19 to 23 inclusive, italic *s*, *c* or *z* (in words other than grammalogues) signifies that the stroke *s* (or *z*), and not the circle, must be written. Write *ks* for *x*.

(a) CIRCLE *s* ADDED TO A STRAIGHT LETTER :—

- 1 pies, spies, spied, spade, speech, speeches, speaks,
- 2 sparrow, sparrows, sob, sobs, Sabbath, boys, eats, seats,
- 3 cites, suits, sty, stew, stews, sat, satire, side, sides, sawed,
- 4 sowed, sighed, sued, cheese, choose, pitches, ditches, riches,
- 5 witches, pages, badges, dodges, images, nudges, lodges,
- 6 ledges, wedges, hedges, sieges, ekes, peaks, cheeks, jokes,
- 7 cakes, fox, invokes, shakes, mix, nooks, licks, arks, rakes,
- 8 awakes, Hoax, soaks, six, pigs, begs, tags, dogs, jugs, kegs,
- 9 gags, figs, mugs, lags, argues, rags, Hags, sago, rose,
- 10 barrows, tyros, furrows, sorrows, morose, wise, unwise,
- 11 lengthwise, ways, by-ways, sideways, sways, yes, hues,
- 12 pass, pass-book, bespeak, busby, baseball, teas, testy,
- 13 tacit, tacitly, Tacitus, days, decide, decides, disturb,
- 14 audacity, case, casks, cassock, cascade, race, racer, razors,
- 15 resource, woes, wiser.

(b) CIRCLE *s* ADDED TO A CURVE :—

- 1 safe, safes, unsafe, pacify, pacifies, sieve, sieves,
- 2 passive, deceives, extensive, effusive, evasive, massive,
- 3 missives, receives, thaws, seethes, sues, issues, pursues,
- 4 tissues, ensues, oozes, ashes, pushes, bushes, gashes,
- 5 gnashes, lashes, rushes, shoes, alms, palms, calms, lambs,
- 6 mass, mask, masks, miser, misers, miserly, same, seams,
- 7 smokes, smooths, smashes, smiles, smears, nose, snows,
- 8 snooze, snaps, snatches, snakes, sniffs, snail, snails,
- 9 sneers, sing, passing, basing, tossing, enticing, dozing,
- 10 chasing, causing, encasing, guessing, fusing, diffusing,
- 11 suffusing, infusing, refusing, voicing, invoicing, massing,

12 racing, rising, summarizing, authorizing, signs, designs,
13 ensigns, resigns, ails, sails, soles, slays, slap, sleeps, slides,
14 slouch, sledges, slake, slag, self, sleeves, slums, slings,
15 slur, slurs, ores, sores, sir, passer, baser, teaser, chaser,
16 loser, losers, sire, desire, desires.

(c) CIRCLE *s* WRITTEN OUTSIDE AN ANGLE :—

1 passage, beseech, exchange, episode, beside, besides,
2 oxide, reside, resides, wayside, opposite, paucity, beset,
3 bestows, chastise, justice, excites, sixty, sixth, custom,
4 customer, costume, gazette, gusset, russet, recites receipts,
5 recede, dispose, expose, gossips, rasps, wasps, hasps, pasch,
6 basks, tasks, dusky, desks, discuss, risks, rusks, hassock,
7 husky, hyssop, pastel, pasture, basic, basset, besot,
8 bestir, tusk, desirous, despair, disburse, duskiness,
9 gesture, reposit, rescue, restore, caustic, yeasty.

(d) CIRCLE *s* IN MISCELLANEOUS WORDS :—

1 sight, sightless, unsightly, physic, fiscal, muse, music,
2 musical, excuse, chasms, sarcasm, wisely, sense, senseless,
3 incense, news, nuisance, series, Saxons, spills, sagacity,
4 satisfy, appetize, score, secures, scarce, scarcely, silks,
5 suppose, sponge, sadly, salad, satirize, scoops, seediness,
6 service, sincerity, sixpenny, slouches, soups, sourness,
7 spacing, succeeds, suffice, succumbs, surges, syllogism,
8 syllabus, absence, absolve, absorb, advise, analyzing,
9 assassin, backslide, cancel, ceiling, damson, demoralize,
10 libellous, lisps, obtuse, uprising, villainous, tyrannize,
11 toilsome, pipe-case, opposing, nominees.

EXERCISE 19.

Circle **S** and **Z** (continued).

GRAMMALOGUES.

..... any, or in, as, has, o is, his, — give, or given,
— him, or may, (me, or my, ' on.

See Note at the head of Exercise 18.

1. Any of my boys may give him a nice slab, if he only looks

in at our house on Tuesday. 2. I have given many a choice piece away to the lads in the village. 3. If he has his own way, and stays to take tea, he may fail to catch the omnibus. 4. It is time to go now, if he desires to reach the castle by six. 5. As it is, I fear he may have to use his top speed, or he may miss the bus. 6. He seems to have a chill ; he was sneezing an hour ago. 7. If he takes my advice, he may be all right by Saturday. 8. Unless he is in form, he may have to stay out of the team. 9. In this case we may lose our match. 10. He takes a chill easily ; he is so reckless in his games. 11. He is a superb bat, and if he is in the team we may have a big score.
(162)

EXERCISE 20.

Circle S and Z (continued).

See Note at the head of Exercise 18.

1. Keep *the* seal of justice on thy lips, and say no wrong of thy fellows. 2. This *is* my advice, and I know it may save you many sorrows. 3. A loose tongue can easily give offence, as it has given offence to many ere now. 4. Any silly gossip may upset the wisdom of a sage. 5. Decide to speak but seldom, and only in season. 6. My son, listen to me, and take counsel of him who is slow of speech, but full of wise maxims. 7. It may be amusing, but it is unsafe to pass all your spare time in loose reading. 8. How can such books give you lessons in sagacity? 9. Do you suppose you can satisfy yourself and absorb wisdom by such reading? 10. How many youths mismanage and abuse the time they have to spare by passing it away in the study of foolish books. 11. I beseech you resolve now to leave such books alone! 12. They can make you no wiser, and they may disturb your love of genuine reading. 13. Yes, you may smile at the counsel you dislike, and say it is offensive to you ; but I know your smile is only a sign of your innocence or your fancied wisdom, and I feel no annoyance at it. (208)

EXERCISE 21.

Circle S and Z (continued).

See Note at the head of Exercise 18.

1. *My advice to you and to him is to peruse your books slowly, and give heed to the safe business rules and maxims I have given you both.* 2. *I have given the same counsel to Joseph Sparrow, and he shows his wisdom by listening to me and following the advice I give him.* 3. *At the office, and in business hours, speak only of business affairs.* 4. *Take heed of me, and leave all gossip of operas, picnics, tennis parties, and such like topics to your spare time.* 5. *To lounge, as some do, on the desk, and discuss rides along the highroads and byways to lovely villages and views of rustic beauty, far outside the dismal smoke of the city, is a loss of time, and it is nonsense to think you can make up the time you lose in this way.* 6. *Besides, it is an injustice to those who pay you your salary.* 7. *Watch jealously the small items; you can easily keep an eye on the big bills.* 8. *Satisfy yourself of the honesty of those customers who refuse to pay ready cash.* 9. *A sleek rogue has a way of seeming rich, so as to hide his designs and lull his victims into a false security.* 10. *A knave may amuse you on purpose to deceive you.* (214)

EXERCISE 22.

Circle S and Z (continued).

See Note at the head of Exercise 18.

Joseph Smith.

SIR,—If you decide to take up the agency to sell my soap in your city, I hope you may do an extensive business. You can see me on Wednesday the 7th, as early in the day as you like. I have given you this long notice so as to give you nice time to get ready. I wrote to the dealer you spoke of on Saturday. He says his rooms are full, and he has no space to pack a solitary box. He says if you choose you may see

him as you pass on Tuesday the 10th, and he may spare a few minutes to look at your case of soaps. Yours sincerely,
Maurice Bates. (119)

EXERCISE 23.

Circle S and Z (concluded).

See Note at the head of Exercise 18.

James Mason & Sons.

SIRS,—*In answer to yours of Tuesday, I have seen Messrs. Higson and Lawson, of this city, but I am sorry to say they refuse to buy any soap or soda this time. They say business is so slack, and money so scarce, it is unsafe to buy. I saw this was an evasive reason, given as an excuse to mislead me and get rid of me. I hope to secure the custom of this firm in time; but my feelings may have to be callous, if I am to succeed. Yours, Thomas Battison. (98)*

EXERCISE 24.

Loops ST and STR.

The loops *st* and *str* follow the same rule of writing as the circle *s*. The *st* loop is used finally for either *st* or *zd*. In this exercise, and in Exercises 25 to 29 inclusive, the loops should be employed (in words other than grammalogues) for the representation of the combinations of letters printed in italic. Write *kst* for *-xed*, and *kster* for *-xter*.

(a) THE LOOP *st* USED INITIALLY :—

- 1 stop, stoppage, stupid, stupidity, stupefy, stepson,
- 2 stub, stout, stoutness, stoutly, state, stately, statues, staid,
- 3 stewed, stitches, stagey, stucco, stocks, stockade, stags,
- 4 stigma, stigmatise, stuffy, stiffly, stiffness, stoves, stammer,
- 5 steamers, steamboat, steamship, steam-gauge, stamina.
- 6 starch, stench, stanza, stencil, stainless, stingy, stinginess,

7 *stung, style, stylish, stoles, stalls, stalled, stolid, stolidly,*
 8 *star, stormy, starling, stair, staircase, story, storied,*
 9 *storage, sturdy, sturdily, stagnancy, stainer, stalky, star-*
 10 *gazing, stature, status, stealer, stemless, sterilize, stetho-*
 11 *scope, stirrup, stimulus, stomach, stoneware, stork, stud,*
 12 *stuffer, stultify, stun, stylist, stylus, stop-watch, stoled,*
 13 *stoner, stillness, stillage, stevedore, stet, stelliform,*
 14 *steerage, stealthily, static, starlike, staccato.*

(b) THE LOOP *st* USED FINALLY :—

1 *pest, deepest, cheapest, ripest, post, deposited, disposed,*
 2 *exposed, opposed, supposed, appeased, unappeased, beast,*
 3 *biassed, abused, disabused, test, detest, soundest, fastest,*
 4 *slightest, latest, noticed, neatest, fattest, dentist, faddist,*
 5 *saddest, maddest, oldest, boldest, eldest, loudest, widest,*
 6 *induced, reduced, dazed, dozed, chest, joist, rejoiced, just,*
 7 *unjust, adjust, cast, outcast, downcast, encased, boxed,*
 8 *fixed, vexed, mixed, unmixed, caused, accused, excused,*
 9 *guest, biggest, gazed, fast, safest, infest, roughest, fused,*
 10 *diffused, suffused, infused, refused, voiced, invoiced, devised,*
 11 *advised, revised, amethyst, assist, sized, sauced, ceased,*
 12 *soused, zest, mist, pessimist, dismissed, chemist, lamest,*
 13 *topmost, mused, amused, epitomised, victimized,*
 14 *macadamized, apostatized, dogmatized, stigmatized,*
 15 *rhapsodized, catechised, apologized, analogized, canonized,*
 16 *latinized, fossilized, vitalized, vulcanized, analyzed,*
 17 *memorized, mesmerized, summarized, authorized, polarized,*
 18 *cauterized, fenced, unfenced, evinced, minced, lanced,*
 19 *balanced, silenced, licensed, finest, honest, announced,*
 20 *denounced, renounced, lest, palest, tallest, dullest, vilest,*
 21 *solaced, stalest, molest, list, oculist, enlist, analyst, released,*
 22 *roost, raised, roused, wrist, diarist, arrest, aroused, erased,*
 23 *parsed, burst, forced, enforced, endorsed, unrest, waste,*
 24 *west, south-west, yeast, hypnotized.*

(c) CIRCLE *s* ADDED TO THE LOOP *st* :—

1 *posts, repasts, chests, jests, casts, gusts, fasts, infests,*
 2 *invests, assists, masts, nests, lists, rests, arrests, bursts,*
 3 *wastes, apologists, pests, beasts, boasts, texts, tastes, toasts,*

4 dusts, dentists, divests, digests, disafforests, adjusts, cate-
 5 chists, coasts, colorists, guests, feasts, foists, forests,
 6 fossilists, violinists, satirists, sophists, stylists, molests,
 7 manifests, machinists, mesmerists, Methodists, monopolists,
 8 analysts, anatomists, latinists, alchemists, archivists,
 9 roosts, recasts, reservists, rhymists, hypnotists.

(d) THE LOOP *st* USED MEDIALY :—

1 robustness, methodistic, fantastic, testing, attesting, detest-
 2 ing, testifies, toasting, toasting-fork, adjusting, justifies,
 3 justness, eulogistic, vastness, vestry, enlisting, elastic,
 4 inelastic, logistic, syllogistic, pugilistic, lastingly, baptistery,
 5 boastingly, dentistic, digesting, distich, jesting, jestingly,
 6 suggesting, joisting, justifier, testifier, scholastic,
 7 sophistry, suggestive, suggestively.






(e) THE LOOP *str* :—

1 pester, pesters, tipster, tipsters, Webster, alabaster,
 2 lobsters, attester, tasters, roadster, roadsters, Chester,
 3 Manchester, Winchester, Ilchester, juster, adjuster,
 4 suggester, suggesters, register, coaster, castors, Doncaster,
 5 Baxter, dexter, foster, festers, investor, master, paymaster,
 6 shipmasters, taskmaster, riding-master, muster, teamster,
 7 teamsters, deemster, banister, canisters, sinister, minster,
 8 Beaminster, Axminster, Westminster, monsters, Munster,
 9 ancestor, ancestors, songsters, pilaster, bolsters, maltster,
 10 Ulster, laster, lustres, rooster, barrister, choristers, forester,
 11 arrester, burster, Worcester, huckster, hucksters.

EXERCISE 25.

Loops ST and STR (continued).

GRAMMALOGUES.

o first,  put,  shall,  should (up), (them,  these,
 6 this,  those.

See Note at the head of Exercise 24.

1. You should put your visitor first, and yourself last.
2. This is the best way, and those who refuse to follow it must

be stupid. 3. *Who shall teach them these rules of the feast?* 4. *I suggest some robust, pugilistic master of the customs of society, who is heedless of the stare of those opposed to him.* 5. *Should he excite a feeling of the deepest disgust in those he teaches, they can scarcely dare to molest so stout a fellow, lest they may be chastised.* 6. *The master of the steamship "Manchester" is just now on a visit to Winchester.* 7. *He is a shipmaster of rare skill, and has carried many cargoes in sailing vessels, steamers and coasters, since he first took to the sea.* 8. *Centuries ago, in the days of masts and sails, ere the power of steam was forced into the service of the sailor, his ancestors were stout masters of ships, and fearless sailors on the stormy seas.* 9. *The master of the "Manchester" says his ship is the finest and fastest vessel out of Belfast.* 10. *She must be a masterpiece of speed and beauty, if she is all he says she is.* 11. *It may be he boasts, like most sailors, of the ship he loves.* 12. *He is an honest fellow, of rare stamina; stout of limb and capacious of chest, and I should say he has no unmanly fear of the many perils of the sea.* (236)

EXERCISE 26.

Loops ST and STR (continued).

See Note at the head of Exercise 24.

1. *You should put no faith in the stories of a boaster.* 2. *He has an elastic tongue, and to bolster up his tales and make a stir, he stops at no barefaced lie.* 3. *He likes to see modest folk amazed or amused at his recitals, and he is rejoiced if he is noticed.* 4. *He is master of the loudest and fastest style of speech, and he feels the deepest disgust if his stale stories are refused.* 5. *In fact, he soon stops his stupid tales if you cease to admire them.* 6. *This is the best way to stem the talk of these silly fellows.* 7. *As you have noticed, those sturdy heroes who have calmly gazed into the eyes of some savage monster of the forest, or who have faced death on the storm tossed sea,*

are most modest in speech. 8. If you ask *them* to state some of the sights they *have* seen, they desire to be excused ; and if at last they are roused into speech, they give the story in an honest, but summarized, form. 9. It is the boaster who is the first to speak, and the last to stop. 10. He talks of his supposed abilities ; of his ancestors, and the lustre they shed on his name ; of his perilous voyages to the west coast ; of his guests and his jests ; of his tastes and distastes ; and so on. 11. He has a store of stories, and he gives you no rest. 12. He is a nuisance at any feast or party, and we shall be best advised if we leave him alone. (261)

EXERCISE 27.

Loops ST and STR (continued).

See Note at the head of Exercise 24.

1. We shall first take the boys to the dentist, who should have seen *them* long ago. 2. Those who took charge of them should have seen to this ; but the teeth of poor lads like these are seldom seen to in time. 3. May I suggest the dentist who lives in the last house in Stanley Avenue ? 4. He seems a nice fellow, who may be supposed to know his business thoroughly. 5. His eldest son hopes to be a barrister some day. 6. I can testify to the son's taste in books, as I have sold him dozens of the best volumes. 7. He detests the cheap nasty styles, and selects those likely to last longest. 8. James Chester, who was his headmaster a long time since, says he tantalized and victimized some of the fellows. 9. If so, he shows a change now. 10. I can scarcely take in such a story. 11. If he were guilty of this shabbiness in the past, he has renounced his errors, and is now thoroughly honest, and liked by all who know him. 12. We hope he may succeed in the tests he has to face, and be first in the pass list. (191)

EXERCISE 28.

Loops ST and STR (continued.)

See Note at the head of Exercise 24.

Thomas Simister.

SIR,—We *are in receipt of yours of the 4th, and shall put the test case to Messrs. Baxter and Webster, just in the way you desire. We hope to see them on Wednesday, and should they suggest any change in the style of the form we shall write you on Saturday at the latest. As soon as we have fixed up this business to suit you, we should like to have your views on the case of Messrs. Stead and Steel. We scarcely know how to manage these folk. They are aroused at the least annoyance. They have tantalized us the last six months. They seek to induce us to receive back those stair-rods you sold them in August. We have refused to do so, and the invoice is still unpaid. We shall post you our monthly summary of sales on Saturday.* YOURS, Dexter & Foster. (150)

EXERCISE 29.

Loops ST and STR (concluded).

See Note at the head of Exercise 24.

Messrs. Schuster & Sons.

SIRS,—We *have to-day invoiced the last of the stuffs you bought in May, and shall ship them by the steamship "Duke of Munster," sailing on the first of August. The styles are all new, and the best to be got at the exceedingly low sum you were disposed to pay. We sincerely hope the sales may justify our choice of designs. We shall register the new designs of ladies' capes, as you suggest.* YOURS, Stubbs & Mawson.

(82)

EXERCISE 30.**Circles SW and SS or SZ.**

These circles follow the same rules of writing as the circle *s*.

In this exercise, and in Exercises 31 to 35 inclusive, the large circles should be employed (in words other than grammalogues) for the combinations of letters printed in italic. *k-ses* should be written for *-xes*. Note paragraphs (*e*) and (*f*).

(a) THE *sw* CIRCLE:—

- 1 Sweep, sweeps, sweepstake, *swop*, *swipe*, *swab*, sweat,
- 2 sweets, sweetish, sweetest, sweetly, sweetness, sweet-
- 3 smelling, *swayed*, *Swede*, Swedish, *swaddle*, *swaddling*,
- 4 switches, *swage*, *Suakim*, *swag*, *swigs*, *swiftest*, *suave*,
- 5 *suavely*, *suavity*, *suavify*, *swathes*, Swiss, *swish*, *swash*,
- 6 *swum*, swimmers, *swans*, *swains*, *swooning*, *swine*, *swinish*,
- 7 *swinge*, *swings*, *swinger*, *swung*, *swells*, *sweal*, *swealing*,
- 8 *swallows*, *swallowed*, *swallowtail*, *swilled*, *swarm*, *swear*,
- 9 *swirl*, *swirled*, *swirling*, *Swire*, *swarth*, *swarthy*,
- 10 *swarthily*.

(b) THE CIRCLE *ss* USED FINALLY:—

- 1 poses, opposes, deposes, disposes, exposes, supposes,
- 2 reposes, lapses, relapses, collapses, entices, adduces, induces,
- 3 reduces, goddesses, chases, juices, axes, boxes, taxes,
- 4 paradoxes, fixes, vexes, sixes, sexes, Hoaxes, mixes, gases,
- 5 gazes, guises, disguises, faces, pale-faces, surfaces, offices,
- 6 suffices, vices, advices, devises, novices, revises, sizes,
- 7 assizes, sauces, ceases, souses, misses, muses, masses,
- 8 maces, mosses, ounces, denounces, announces, allowances,
- 9 fences, evinces, essences, minces, lances, balances, silences,
- 10 senses, romances, laces, palaces, chalices, solaces, molasses,
- 11 leases, releases, lasses, losses, loses, races, terraces, caresses,
- 12 choruses, rouses, carouses, ruses, peruses, roses, rises,
- 13 authorizes, mesmerizes, arises, erases, forces, farces,
- 14 houses, notices, spices.

(c) THE VOWEL SIGN SHOULD BE PLACED WITHIN THE LARGE CIRCLE IN THE FOLLOWING AND SIMILAR WORDS:—

- 1 *apsis*, *adiposis*, *synopsis*, *ellipsis*, *basis*, *exegesis*, *axis*,

- 2 *A*lexis, phasis, emphasis, thesis, parenthesis, parentheses,
- 3 synthesis, phthisis, Nemesis, diagnosis, amanuensis,
- 4 Genesis, paralysis, analysis, dialysis, pyrosis, sorosis,
- 5 amaurosis, dieresis, lapsus, Petasus, Pegasus, nexus,
- 6 census, Parnassus, Bonassus, Caucasus, Colossus, Molossus,
- 7 Texas, Kansas, Arkansas, exercise, exercises, emphasise,
- 8 emphasises.

(d) THE CIRCLE *ss* USED MEDIALY :—

- 1 possessive, possessor, possessory, subsist, desist,
- 2 insist, resist, resister, resistless, Atticism, Scotticism,
- 3 scholasticism, fanaticism, Agnosticism, asceticism,
- 4 mysticism, monasticism, exoticism, witticism, solecism,
- 5 catholicism, paroxysm, lyricism, excessive, excessively,
- 6 accessible, inaccessible, accessory, successive, successively,
- 7 successor, exhaust, exhaustless, necessary, necessarily,
- 8 necessitous, decisive, decisively, decisiveness, indecisive,
- 9 incisive, exercised, exercising, exerciser, exercisable,
- 10 emphasising, emphasised, Mississippi, misspell,
- 11 misspelling, miscite.

In the following words the small circle and the stroke *s* (or *z*), *not* the large circle *ss*, should be employed to represent the letters printed in *italic*.

- 1 (*e*) possess, repossess, dispossess, possesses, possessing,
- 2 abscess, abscesses, absciss, disease, diseases, disuse, misuse,
- 3 access, excess, excesses, excise, excising, excisable,
- 4 catholicise, italicise, Moses, Ulysses.

Write the stroke *s* and the small circle (or loop) to represent the letters italicized in the following words.

- 1 (*f*) de cease, deceased, diocese, diocesan, tarsus, recess,
- 2 recessed, nicest, ancestor, ancestors, incise, incised, incising,
- 3 exorcise, exorcist, exorcised, exorciser, romancist,
- 4 exorcism, laconicism, Parsees, policies, jealousies, fallacies,
- 5 Pharisees, Massey's, mercies, Morrissey's, agencies, myosis,
- 6 unceasing, gypsies, Lacey's (upward *l*), Lucy's (upward *l*),
- 7 legacies, pursues, tissues.

EXERCISE 31.**Circles SW and SS or SZ** (continued).

GRAMMALOGUES.

(*Lord*, *thing*, (*think*).

See Note at the head of Exercise 30.

1. *Lord Swainson seems to think it necessary to exercise the muscles of his arms daily by swinging on a bar.* 2. *He does this to keep up the skill he possesses as a swimmer.* 3. *I have seen him in the swelling sea, though the tide was at its swiftest at the time.* 4. *I think he abuses or misuses his powers by exercising them to excess.* 5. *This is a foolish thing to do, but I fear many a youth who rejoices in his skill in bodily exercises exposes his life to risk in the same way.* 6. *A boy may easily exhaust his bodily powers by excessive exercises.* 7. *He seldom pauses to think, but rushes heedlessly into the game, swayed by the voices of those who ask him to do this silly thing, as it amuses them.* 8. *He is full of excuses to go to the races at the swimming bath.* 9. *He swallows his toast hurriedly, and swigs off his tea, so as to be in time.* 10. *He chooses to resist advice, and refuses to listen to reason now; but some day he may have to swallow many nasty doses of physic—the wages of his folly.* 11. *Noises in the head; swellings and abscesses in the neck; or paralysis of the muscles—may follow excess in swimming and such like exercises.* 12. *I should like to emphasise this lesson, but I think I have said enough to induce you to desist if you are guilty of excessively exercising yourself in any game.* 13. *If necessity arises I shall resume the lesson in a month.* (259)

EXERCISE 32.**Circles SW and SS or SZ** (continued).

See Note at the head of Exercise 30.

1. *I think the swarthy lord who possesses so many houses in our village should make them nicer.* 2. *The cost of the*

houses is excessive, in view of the small size of the rooms. 3. *The best and nicest of them all is far below the right size.* 4. *I must see him, and, if necessary, I shall insist on a decisive answer to my appeal.* 5. *I should like to sweep some of the houses into the sea.* 6. *It exhausts my patience to see so successful a fellow resist so forcible an appeal.* 7. *His suavity and sweetness of voice at the time of refusal only emphasises my annoyance.* 8. *It surpasses me to know how so nice a style can wrap up such excessively poor feelings.* 9. *The thing is amazing.* 10. *I must swallow my annoyance, and ask the sweet voiced possessor of riches to take a census of the poor folk who live in his houses, and to notice the small size of the rooms they sleep in.* 11. *He who is the possessor of a castle, can scarcely fail to see how necessary it is to have poor folk rightly housed.* 12. *Unless he chooses to do the right thing, he shall be exposed.* 13. *I shall show how this lord disposes of the poor fellows who reside in his houses.*

(215)

EXERCISE 33.

Circles SW and SS or SZ (continued).

See Note at the head of Exercise 30.

1. *Necessity, it is said, knows no law ; but this excuse may be refused, and he who relies on it may be sorry.* 2. *I think excuses like this are abused in many cases ; and so in cases of genuine necessity, those who make them are unsuccessful.* 3. *The lazy fellow possesses a store of lame excuses, and who can exhaust them ?* 4. *If the attack is successful, and our fellows get amongst the enemy, we may score a decisive victory, and so cause the enemy to retire.* 5. *Sir Thomas Guest announces the refusal of the army authorities to abolish the use of lances in the army.* 6. *Many think it was foolish to suggest such a thing at all.* 7. *The swallow is said to pick up a stone on the shore of the sea, and by its power to restore sight to the swallows still in the nest.* 8. *It is also said to be a lucky thing to have a swallow's nest by the side of a house.*

9. *These foolish sayings are swallowed by many who refuse to have faith in sensible tenets.* 10. *The swan is supposed by some folk to pour forth the most lovely music in the last few minutes of its life, ere it ceases to exist.* 11. *The song of the singing swan is supposed to be a sign of a thaw.* 12. *The name of "The Sweet Swan" was given to shakspeare by Jonson.* 13. *Have you read the story of "The Swiss Family Robinson"?* (243)

EXERCISE 34.

Circles SW and SS or SZ (continued).

See Note at the head of Exercise 30

Thomas Swain.

Sir,—We have the invoices of the sixty cases of sweets to-day, and as the "Lord of the Isles" is due to arrive on Wednesday the 10th, we shall hope to receive the things in time to suit our purpose. We think the new style of boxes is likely to catch on. Our customers emphasise the necessity of change in the style of these packages. They say it amuses the buyers, and entices them to buy. Business in Swiss sweets is excessively slow just now; but all our sauces are selling nicely.

Yours, Davis & Swires. (98)

EXERCISE 35.

Circles SW and SS or SZ (concluded).

See Note at the head of Exercise 30.

Joseph Chester.

Sir,—In answer to yours of the 6th, we think our heavy losses in the past six months were due to such causes as the failure of Messrs. Swan and Swales, of Swansea; the unnecessarily heavy costs of our agencies in Winchester, Doncaster, and Chester; and the unsuccessful scheme of bonuses to customers. The first alone cost us a big sum. As to the remedy, Lord Stockdale can only counsel the exercise of

patience just now. *He thinks the new season may be just as successful as the last was poor, and he hopes to see heavy balances in August.* We hope *in due time to satisfy all the investors in the firm.* Yours sincerely, Silvester Mosley.

119)

EXERCISE 36.

Vowels and S and T.

Vowels cannot be placed to a circle or loop; so that a stroke must be written when it is necessary to place a vowel to a consonant. In this exercise, and in Exercises 37 to 41 inclusive, the italic type (in words other than grammalogues) indicates that the letter must be expressed by a stroke consonant.

1 (a) ass, asp, asbestos, acids, acidness, assayed, askew,
2 assess, assessed, assessable, assessor, assassin, assist,
3 assists, assize, assizer, Assam, assume, assuming, un-
4 assuming, assumer, assignee, assignor, assailed, assailer,
5 assailing, aslope, asylum, espy, espouse, espoused,
6 espousing, espousal, essayed, essaying, eschew, escape,
7 escapade, escalade, Eskimo, essence, issue, issued,
8 issuer, ease, easiness, uneasiness, uneasily, eye-salve,
9 eye-service, eyesore, Isabel, Isaac, Isis, Islam, Ouse,
10 use, useless, uselessly, user, using, usurp, usury.

1 (b) say, says, sea, seas, sea-pie, sea-dog, seacoast, sea-king,
2 sea-gull, sea-side, seasick, seasickness, sea-mew, sea-mouse,
3 sea-level, sea-room, systyle, secede, seceding, suicide,
4 suicidal, cease, ceased, ceasing, unceasing, unceasingly,
5 suspire, suspiring, scissors, saw, sawdust, sawing, sauce,
6 sauced, saucing, sauciness, saucily, sausage, society,
7 sou, sciatic, Siam, Siamese, sciences, scientists, sigh,
8 sighing, sigher, size, sizing, sizer, souse, soused, sousing,
9 sue, suer, suing, suet, suety, Sowerby, zebu, Zebedee,
10 Zachary, zany, Zeno, Zanzibar, zenana, zinc, zinco,
11 zealous, zealously, zealotism, Zulu, Zurich, Zerxes.

1 (c) posy, topsy, autopsy, tippy, gypsy, papacy, apostacy,
2 extasy, pursy, pursue, Pudsey, abbacy, celibacy, basso,

- 3 Bessie, Betsy, busy, daisy, dizzy, Doxey, Dicksee, galaxy,
 4 Casey, efficacy, Tennessee, decency, regency, obstinacy,
 5 endorsee, Jessie, juicy, gassy, legacy, argosy, gauzy,
 6 fussy, fusee, farcy, Pharisee, foresee, Mounsey, Nancy,
 7 licensee, lessee, Eliza, Elsie, Kelsey, policy, palsy, jealousy,
 8 colza, fallacy, Swansea, saucy, so-so, Assisi, Massey, mossy,
 9 mercy, noisy, lacy, lazy, laziness, lazily, racy, piracy,
 10 curacy, accuracy, inaccuracy, rosy.

- 1 (*d*) pious, piously, tenuous, tumultuous, tortuous,
 2 deciduous, joyousness, joyously, exiguous, fatuous,
 3 vacuous, assiduous, sinuous, nocuous, ingenuous,
 4 irriguous, Genoese, Judaize, sinuose, voltaism.

- 1 (*e*) pasty, pastel, pastime, pasture, pasturage, parasite,
 2 parricide, parricidal, paucity, opposite, posset, posterity,
 3 pistol, epistolary, porosity, beside, besides, bastile, bestir,
 4 inside, reside, decide, busied, textuary, tasty, tastily, tacitly,
 5 decides, tenacity, audacity, density, ferocity, voracity,
 6 veracity, vivacity, immensity, Jesuit, gesture, exit, fixity,
 7 laxity, sixty, fixedly, Castile, custom, custody, caustic,
 8 Augustus, festal, fistic, fistula, fusty, beset, gusset, offset,
 9 facet, inset, dulcet, lancet, russet, reset, rosette, deceit,
 10 receipt, vestal, vesture, vista, mastic, mystic, mistook,
 11 mistime, mesotype, misteach, misty, musty, mustily,
 12 mustache, nasty, dynasty, dishonesty, instil, install, distil,
 13 listel, lucid, lucidly, pellucid, policied, palsied, callosity,
 14 felicity, solicit, licit, elicit, lawsuit, pursuit, nonsuit,
 15 recite, recital, restore, rosied, rustic, rustiness, resty,
 16 recede, revisit, wayside, study, steady, steadily.

EXERCISE 37.

Vowels and S and T (continued).

GRAMMALOGUES.

) so, us, ...)-- see, use, ...)-- use, whose, / which.

See Note at the head of Exercise 36.

1. UNLESS we *use our* mental powers daily they *may* get

rusty, so to speak, and become useless to us. 2. We can easily see how necessary it is to exercise our bodily muscles if we desire to keep them in a right state, and it is just as necessary to use our mental forces if these are to be rightly balanced. 3. We are amazed to see how easy severe muscular exercises are to those whose custom it is to keep in form by exercising a few minutes each day. 4. Some folk say they see no use in exercises which cause the sweat to ooze ; but this is an injustice to those robust fellows who indulge in such exercises, and they are both foolish and lazy who speak in this way. 5. They should have the audacity to renounce such views, and seek to escape an early death by zealously exercising the mental and bodily powers which the Lord has given them. 6. I hope you can now see how suicidal it is to allow the senses to rust. 7. Study may be unnecessary in your case ; but you can easily take up some science as a pastime or hobby. 8. It may be of use to you some day, if you decide to pursue it thoroughly. 9. Busy folk pass the most joyous lives. 10. It is the lazy, tipsy fellows who see no use in society and its laws. (233)

EXERCISE 38.

Vowels and S and T (continued).

See Note at the head of Exercise 36.

1. He who hopes to succeed in science must use his time wisely. 2. The boy who wastes his minutes can have no success in study. 3. You can easily see how necessary it is to have tenacity and fixity of purpose, if you are to make headway in the career to which you have set yourself. 4. Which of us can hope to leave a legacy of wisdom to our fellows, unless we make a right use of our time now ? 5. Whose names are most likely to last, and whose memories are most likely to live in the ages still to come ? 6. It can scarcely be necessary to state the answer. 7. If you are sincere in your desire to enjoy the felicity which comes to the possessor of wisdom, you must watch jealously the minutes you give to your pastimes.

8. *You may easily be carried into foolish ways.* 9. *You know, the sixty minutes in an hour soon pass by ; so you must bestir yourself, or the time may be lost to you.* 10. *See how lazy Ezra Sowerby passed his time, and how fiercely he now denounces his own idleness.* 11. *Beware, also, of the fallacies which may lie in the spicy sayings of those who pose as witty fellows.* 12. *Wisdom seldom speaks to us by a noisy tongue.* 13. *The wise Zeno, it is said, bit off his tongue lest he should be forced to reveal to his enemies the names of those of his party who sought to cast off the yoke of tyranny and injustice.* (253)

EXERCISE 39.

Vowels and S and T (continued).

See Note at the head of Exercise 36.

1. *Tools which lie idle soon rust ; but those which you use daily can scarcely get rusty.* 2. *The use you make of them keeps the steel polished.* 3. *It is just the same in your case ; if you rest a long time you may get both rusty and lazy.* 4. *The busy master of the farm visits no feast in gusty March, lest he should see his family forced to fast in heavy August.* 5. *Foolish customs have no power to tie us ; so you should cast them away.* 6. *He who aspires to success must toil unceasingly.* 7. *He must be assiduous in all his tasks ; seize the right time to buy or sell, and use it in the right way.* 8. *The first stone of the spire was laid at the bottom.* 9. *Delays may make us testy, but they also make us wise.* 10. *He whose house is rightly looked to has an asylum of rest to which he may retire as soon as his day's toil is o'er.* 11. *If it is your honest purpose to assist in raising those who reside in the slums of the city, you should first do your best to raise yourself in society.* 12. *If you desire to be wise, be ready to ask of those who can answer you.* 13. *An Eskimo or a Zulu may know just the things you seek to know.* 14. *The master of science should be zealous but modest ; in all his wisdom he only knows a few things out of many.* 15. *Besides, modesty sits*

easily *on all of us*. 16. *It is silly to suppose we can be wise unless we read and study the best books.* 17. *It is easy to rest; but is it as easy to fast?* 18. *The beer the idle fellow swallows so readily soon usurps his senses, and leaves him like a beast.* 19. *Decide now to be zealous; you have dozed long enough.* (310)

EXERCISE 40.

Vowels and S and T (continued).

See Note at the head of Exercise 36.

Ezra Mounsey.

SIR,—YOURS *of the 6th.* If you can manage to see us we can easily give you a Lesson in the use of the scissors and saws. We must ask you to buy your own wood, as is the custom. If you are zealous, you should know how to use all the tools in a month at the outside. We make no use of the saw-dust, but just cast it aside. It seems to us a waste of time to seek to utilise the refuse. Give us a few days' notice of the date of your visit, and say which bench you desire to use, so as to save time. Which is the best book to buy you? YOURS sincerely,
Isaac West & Sons. (126)

EXERCISE 41.

Vowels and S and T (concluded).

See Note at the head of Exercise 36.


















Augustus Doxey.

SIR,—We think you should ask MESSRS. Sowerby and Massey, of the Essex Mills, to allow you to see the saws as they revolve at the fastest rate. We assume you know this firm. This is a slack season at the mills, and is just the time to suit them. Go and see which day they choose. They may, also, show you the use of the small saws. We think Saturday is a busy

day, and you should leave it out. Who showed you how to remove the acid stains which we saw on your chisel? We must get you to give us the remedy. Some of our best knives are rusty. Yours sincerely, Kelsey & Sims. (119)

EXERCISE 42.

Contractions.

 altogether,  together,  anything,  nothing,
 something,  architect-ure-al,  object,  subject,
 respect-ed,  expect-ed,  unexpected-ly,  public-
 sh-ed,  republic,  catholic,  uniform-ity,
 unanimous or unanimity,  yesterday.

1. The unanimity of the vote to raise the salary of our city architect was altogether unexpected—I expected something of a scene in the council; but nothing was said by those who were expected to oppose the vote. 2. The unanimity of the vote shows a uniform desire to repay his services to the public. 3. The uniformity of his life, besides his genuine ability, was the reason of such a unanimous vote. 4. He has rare architectural ability, and the public seem to know it. 5. He has just published a book on “The Public Architecture of America,” and he expects to publish his new “Lessons in Architectural Design” early in May. 6. I know scarcely anything of the subject of architecture; but I am catholic enough in my views to respect high ability in anybody, though I object to the fellow who boasts of his skill in any subject. 7. I fail to see how such a fellow can expect to be respected. 8. The architect and I are to go to Italy together in the autumn. 9. We were to have paid a visit to the new public baths yesterday, but were unexpectedly forced to put it off. 10. I expect we shall manage to go on Wednesday. (202)

EXERCISE 43.

Hook L added to Straight Letters.

Hook *l*, added to straight letters, is written towards the left. In this Exercise, and in Exercises 44 to 50 inclusive, the double consonants *pl*, *pr*, etc., should be employed (in words other than grammalogues or contractions) for the representation of the letters printed in italic type.

(a) *Pl*, ETC., USED INITIALLY:—

- 1 *play*, *place*, *placing*, *placed*, *places*, *plaster*, *pleased*,
- 2 *pleasantest*, *placid*, *placidly*, *placeR*, *Plato*, *played*,
- 3 *pledge*, *plucky*, *plague*, *plush*, *plume*, *plunge*,
- 4 *plough*, *plougher*, *pleura*, *pleurisy*, *plural*, *applaud*,
- 5 *applausive*, *apply*, *blow*, *blob*, *blot*, *bleat*, *blotchy*,
- 6 *block*, *bleak*, *blackberry*, *bluffy*, *blithe*, *blithely*,
- 7 *blouse*, *blazer*, *blazing*, *blast*, *blessedly*, *blaspheme*, *bluster*,
- 8 *blush*, *blame*, *blameless*, *blur*, *ablaze*, *ably*, *claw*, *clap*, *clip*,
- 9 *club*, *clad*, *Clyde*, *cloudy*, *cloudily*, *cloudiness*, *clutch*,
- 10 *clack*, *click*, *clock*, *o'clock*, *chuck*, *clucked*, *clog*, *Clegg*,
- 11 *cloth*, *clothing*, *class*, *clasp*, *classed*, *classes*, *classic*, *classify*,
- 12 *closer*, *closely*, *cloister*, *clusters*, *clash*, *clammy*, *clamorous*,
- 13 *clannish*, *clownish*, *cling*, *clank*, *Clare*, *clearly*, *clerk*,
- 14 *cleric*, *ergy*, *acclaim*, *acclimatize*, *acclivity*, *glow*, *globe*,
- 15 *globose*, *globosity*, *globule*, *glibly*, *gloat*, *glut*, *glottis*,
- 16 *gluttony*, *gluttonous*, *gloss*, *glossed*, *Gloucester*, *glossary*,
- 17 *glass*, *glassful*, *gleam*, *gloomy*, *glum*, *glare*, *glary*, *aglow*,
- 18 *eagle*, *eagle-eyed*.

(b) *Pl*, ETC., USED FINALLY:—

- 1 *papal*, *people*, *topple*, *tipple*, *dapple*, *chapel*,
- 2 *cheaply*, *couple*, *copal*, *maple*, *employ*, *ample*,
- 3 *pimple*, *dimple*, *simple*, *simply*, *Naples*, *pine-apple*,
- 4 *panoply*, *scalpel*, *replace*, *pebble*, *babel*, *bauble*, *table*,
- 5 *eatable*, *stable*, *unstable*, *teachable*, *stubble*, *dabble*,
- 6 *audible*, *edible*, *cobble*, *cable*, *applicable*, *amicable*, *vocable*,
- 7 *revocable*, *gabble*, *navigable*, *affable*, *ineffable*, *receivable*,
- 8 *moveable*, *lovable*, *Mabel*, *blamable*, *bumble*, *tumble*,
- 9 *gamble*, *fumble*, *thimble*, *symbol*, *stumble*, *shambles*,

- 10 mumble, nimble, rumble, enable, tenable, assignable,
- 11 amenable, reasonable, cannibal, label, syllable, soluble,
- 12 indelible, fallible, voluble, arable, rabble, parable, bearable,
- 13 terrible, endurable, wobble, hobble, horrible, petal, beetle,
- 14 tittle, entitle, anecdotal, chattel, cattle, vital, victuals,
- 15 shuttle, mottle, rattle, wattle, pedal, beadle, tidal, dawdle,
- 16 Cheadle, caudal, feudal, muddle, model, remodel, nodal,
- 17 ladle, raddle, waddle, huddle, cudgels, buckle, unbuckle,
- 18 tackle, radical, cackle, fickle, vocal, thickly, icicle, shackle,
- 19 miracle, Michael, polemical, comical, finical, tinkle, wrinkle,
- 20 winkle, yokel, inimical, circle, encircle, beagle, teagle,
- 21 juggle, goggle, fogle, inveigle, Mogul, smuggle, snuggle,
- 22 bangle, tingle, dingle, jingle, single, shingle, angle,
- 23 Anglicism, mingle.

(c) *Pl*, ETC., USED MEDIALY:—

- 1 tippler, duplicity, duplex, chapelry, coupler, em-
- 2 ployer, implicit, implacable, implore, simpler,
- 3 simplify, simplicity, replacing, replier, babbler,
- 4 dabbler, cobbler, feeble, mumbler, tumbler, nimble,
- 5 libeler, wobbler, hobbler, biblical, butler, bottler,
- 6 tattler, victualler, rattlesnake, pedler, pedlery, toddler,
- 7 dawdler, fiddler, modeler, modeling, apocalypse, buckler,
- 8 tackler, stickler, vocalizing, enclosing, unclasp, reclaim,
- 9 reclaimable, ticklish, boggler, jugglery, inveigler, angler,
- 10 bungler, mingler, wrangler, legalizing.

EXERCISE 44.

Hook R added to Straight Letters.

Hook *r*, added to straight letters, is written towards the right.

(a) *Pr*, ETC., USED INITIALLY:—

- 1 pray, prop, probe, pretty, prattle, prattler, proudly,
- 2 pried, approach, prejudge, praxis, precocious,
- 3 preclusive, prickly, prig, preface, professed, privy,
- 4 prevail, prithe, oppress, oppressor, priceless,
- 5 praiseworthy, preside, procedure, prison, precious,
- 6 prim, primage, pronounce, prank, prolong, prolix,

7 *prayer*, *prairie*, *brew*, *bribe*, *bribery*, *brute*, *brutish*,
 8 *brittle*, *Brady*, *bridle*, *bridler*, *breaches*, *broach*, *abridge*,
 9 *brackish*, *breakfast*, *bricks*, *broccoli*, *brogue*, *brag*, *bravo*,
 10 *bravest*, *broth*, *breathe*, *breathable*, *brass*, *brassy*, *braced*,
 11 *bruised*, *broused*, *brash*, *bramble*, *brimless*, *broomstick*,
 12 *branch*, *brandy*, *brink*, *bring*, *bringer*, *brail*, *brawler*,
 13 *broiling*, *brier*, *tray*, *trapeze*, *Trappist*, *triple*, *treble*, *trebly*,
 14 *troubous*, *troublesome*, *tread*, *traduce*, *traduced*, *tragic*,
 15 *trefoil*, *travesty*, *troth*, *traced*, *tracer*, *tresses*, *trusting*,
 16 *truce*, *trash*, *atrocious*, *atrociousness*, *trample*, *tramway*, *trammel*,
 17 *transfix*, *transit*, *transitory*, *trench*, *trill*, *trolley*, *trawler*,
 18 *drip*, *drop-scene*, *drabble*, *adroit*, *Drage*, *drudge*, *drake*,
 19 *draggle*, *dross*, *drossy*, *dresser*, *drowsy*, *drizzle*, *drama*,
 20 *dramatist*, *drank*, *drinkable*, *drill*, *drollery*, *drier*, *dreary*,
 21 *croup*, *acropolis*, *crab*, *acid*, *crude*, *credulous*, *credible*,
 22 *cratch*, *crook*, *crocus*, *crocodile*, *crackle*, *crag*, *crafty*,
 23 *crevices*, *acrostic*, *Crusoe*, *cross*, *crossroads*, *crucifix*,
 24 *crucible*, *crescendo*, *Cremona*, *crimson*, *chrome*, *acrimony*,
 25 *cranny*, *cringe*, *crinkle*, *creel*, *crier*, *aggressive*, *aggressor*,
 26 *graced*, *grapple*, *grapery*, *grabble*, *grate*, *gratis*, *gradus*,
 27 *greedily*, *greediness*, *grudge*, *grudgingly*, *Greek*, *groggy*,
 28 *gruffness*, *grievous*, *growth*, *grossly*, *graces*, *gracious*,
 29 *grimly*, *Grundy*, *granule*, *grange*, *grail*.

(b) *Pr*, ETC., USED FINALLY:—

1 *piper*, *toper*, *dipper*, *depress*, *chopper*, *coper*, *kipper*,
 2 *gaper*, *viper*, *vapor*, *shippers*, *empress*, *mapper*,
 3 *nipper*, *Dnieper*, *juniper*, *scalper*, *lopper*, *slipper*,
 4 *rapper*, *riper*, *weeper*, *hopper*, *bibber*, *Tiber*, *dauber*,
 5 *jobber*, *grubber*, *fibrous*, *embrace*, *leper*, *lubber*, *slabber*,
 6 *belabor*, *barber*, *rubber*, *arbor*, *patter*, *spatter*, *abettor*,
 7 *tatter*, *auditor*, *doubter*, *chatter*, *cotter*, *scatter*, *actress*,
 8 *gutter*, *matrice*, *entries*, *gentry*, *sentries*, *retrace*, *waitress*,
 9 *yachter*, *spider*, *powdery*, *tawdry*, *Tudor*, *Cheddar*, *scudder*,
 10 *gadder*, *feeder*, *fodder*, *shedder*, *madder*, *sundry*, *tedder*,
 11 *elder*, *louder*, *slider*, *rudder*, *ridder*, *wader*, *weeder*, *patcher*,
 12 *butchery*, *teachers*, *ditcher*, *catcher*, *scutcher*, *voucher*,
 13 *avoucher*, *thatcher*, *trencher*, *bencher*, *archer*, *archery*,

- 14 *richer, marcher, searcher, lurcher, bewitcher, pledger*
 15 *badger, dowager, dodger, drudgery, charger, cadger, gauger,*
 16 *voyager, major, ledger, villager, pillager, forager, manager,*
 17 *lounger, ranger, wager, picker, backer, tacker, bakery,*
 18 *barker, decry, checker, joker, thicker, Thackeray, marker,*
 19 *mimicry, lurker, rookery, hooker, piggery, beggary, toggery,*
 20 *tiger, digger, jigger, cougar, vigor, sugar, angry, engross,*
 21 *lager, rigor, hogger.*

(c) *Pr*, ETC., USED MEDIALY:—

- 1 *paper-maker, dapperling, capricious, caperer, vapor-*
 2 *able, vaperer, vaporizing, slipperily, slipperiness,*
 3 *unpromising, impressing, imprison, improperly,*
 4 *repressive, reproach, tubercle, tuberculosis, tuberosity,*
 5 *jabberer, fabric, febrile, embracing, embroil, unbridle,*
 6 *neighborly, Nebraska, laborsome, liberal, liberalism,*
 7 *liberalize, lubricity, rubric, patrimony, patrol,*
 8 *patronize, petrel, putrefy, betroth, buttermilk, tutorage,*
 9 *chatterer, caterer, scatterer, matricide, matrimony, matrix,*
 10 *matronly, peasantry, untruly, untruth, entrap, entrusting,*
 11 *sultriness, retracing, retrench, retrogressive, powder-mill,*
 12 *tawdrily, Kidderminster, federal, federalism, shuddering,*
 13 *Madras, madrigal, butcherly, gingerly, majordomo,*
 14 *decreasing, vicarage, microbe, gimcrack, incriminate,*
 15 *lachrymose, recrossing, beggarly, tigerish, vigorously,*
 16 *angrily, mongrel, ungrudgingly, rigorously.*

EXERCISE 45.

Initial Hooks to Straight Letters (continued).

(a) *Pl, Pr*, ETC., USED INITIALLY AND FINALLY:—

- 1 *plagal, plagner, plaiter, pleader, plodder, plucker,*
 2 *plum-tree, applauder, apple-tree, applicable, blabber,*
 3 *black-beetle, bladder, blamable, bleater, bleacher,*
 4 *bleakly, claimable, clapper, clatter, clavicle, claviger,*
 5 *clerical, clicker, clincher, clipper, clobber, glider,*
 6 *glitter, glottal, prater, prattle, preacher, preceptress,*
 7 *prefigure, preluder, premonitor, preservable, presumably,*

- 8 prickly, procurable, prodigal, progress, promenader,
- 9 proper, prouder, approacher, approachable, abridger,
- 10 bragger, bramble, breaker, briber, bridle, brighter,
- 11 broacher, broader, brutal, brutalized, trader, trainable,
- 12 traitor, traitress, trample, transfigure, trapper, truckle,
- 13 treadle, treasonable, treater, treble, tremble, triangle,
- 14 trickery, triple, tripper, trickle, draper, dredger, drinkable,
- 15 drum-major, crab-tree, crackle, crater, credibly, crinkle,
- 16 croaker, cricketer, Crowder, crumble, crupper, acrostical,
- 17 grabble, graphically, grater, gripper, grubber.

(b) *Pl, Pr, ETC.*, IN MISCELLANEOUS WORDS:—

- 1 academical, acrostic, admirable, adorable, algebra, allegro,
- 2 asker, autocracy, barnacle, batterer, begrudge, biblical, black-
- 3 eyed, buttery, calibre, changer, chronicler, Cimbric, clarify,
- 4 closeness, copper-faced, crashing, creature, deluder, deploy,
- 5 doggerel, dropsy, eclipse, emblem, epigram, inevitably,
- 6 factor, labourer, feeble, filcher, foreclose, fuddler, gabbler,
- 7 jingle, head-dress, implacably, infallibly, insuperable,
- 8 laconical, libretto, maintainable, mangle, marbler,
- 9 matchable, mimicker, mulberry, neck-cloth, neutralize,
- 10 nitric, obligato, obligatory, opera-glass, ostrich, pardonable,
- 11 pedigree, platonic, pouter, prelude, press-gang, profile,
- 12 proconsul, prorogue, prolixity, proxy, putrescence,
- 13 rambler, redbreast, regret, regrettable, retrogressive,
- 14 satirically, slobberer, stenography, stock-broker, store-
- 15 keeper, stubbly, table-cloth, tangle, thimble-rigger,
- 16 trespasser, typically, ultra, umbrella, wrinkly, Antrim,
- 17 Ardrossan, Anglesea, Bristol, Blakeney, Butterley, Christie,
- 18 Christina, Clarkson, Cressy, Praed, Macready, Montrose,
- 19 Outram, Smallbridge, Tunbridge, Vickers, Vickery.

EXERCISE 46.

Initial Hooks to Straight Letters (continued)

GRAMMALOGUES.

— call, — care, } dear.

1. Have a care, my dear pupil, lest you bring trouble on

yourself by allowing your tongue to babble of the affairs of your neighbours. 2. Bridle the tongue and use it in a reasonable way. 3. He is truly a feeble creature who gives his tongue License to gabble. 4. It is allowable and enjoyable to talk affably to your playfellows ; but beware lest you utter a single syllable likely to give offence to any of them. 5. The pleasantest voices resemble sweet music. 6. They soothe us and produce calm feelings in our breasts. 7. A loud voice troubles and annoys us ; it makes us shudder ; and we properly call those vulgar who talk in such a voice. 8. I have no desire to reproach you, or to preach to you ; but I have noticed your voice grows louder as you proceed in your speech. 9. I trust you may be induced to repress this crazy style, or you may grow into a brawler. 10. If I have trespassed in saying this, pray excuse me, and show no umbrage. 11. I declare to you I am no grumbler, but a sincere adviser. 12. I can amplify this lesson, if you please, on Wednesday. (193)

EXERCISE 47.

Initial Hooks to Straight Letters (continued).

1. Daydreams are both enjoyable and cheap, and they are available to all who desire to indulge in them. 2. You can have a daydream in any place you care to call it up ; at the play, on the top of a tram, in a crowd, or alone on a bleak moor ; on a gloomy day in April as you watch the black clouds racing across the sky, or on a bright sunny day in August, as you lounge in the shade of the trees, and bare your brow to catch the breeze. 3. It is only necessary to close your eyes, and you can draw mental images as graceful and as varied as you please. 4. The bright faces of the dear class-fellows you knew long ago ; the pretty, and maybe the laughable, scenes you saw on your last trip across the sea ; the troubles and the wrangles on the boat and in the hotel ; the pleasing and the miserable folk you came across—all these things does your daydream reproduce, and you chuckle to yourself as they are

brought to your view. 5. *I know some dreary people may think daydreams like these are no blessings.* 6. *They may call them an idle waste of precious time.* 7. *But, I reply, how many noble schemes to make the lives of poor people better and brighter, or to reclaim those who were led astray by the ill example of worthless neighbours, came first to the plotters of these schemes in a daydream?* 8. *It is true, castles in the air are fabrics which soon crumble; but they may give rise to many a problem of use to society.* 9. *It is a simple thing to criticise, to grumble, or to blame; but how few of those who do these things are able to better the labour of the people they criticise!* (304)

EXERCISE 48.

Initial Hooks to Straight Letters (continued).

1. *I call him a senseless dreamer who takes no care of the time at his disposal.* 2. *The hours he now wastes so idly may cost him a dear price some day; but regret may be useless.* 3. *I am no grumbler; but I utterly detest proud idleness.* 4. *I am pleased to applaud the blithe blacksmith who labours at the proper time, and rests as soon as the trouble and toil of the day are o'er; but I have no patience to think of the beggarly pride of him who deems it beneath his place to labour, though he makes no protest if you ask him to eat or drink at your table.* 5. *I trust you belong to no such class of people.* 6. *Time is the avenger of all wrongs; and those who are dodgers in youth may be beggars or paupers in age.* 7. *Honest labour is admirable; but duplicity is abominable.* 8. *These are valuable lessons, and I shall proclaim them as long as I am able.* 9. *It is nice to be amicable and reasonable in all cases; but it is also desirable to protest in a clear voice should false actors seek to beguile simple youths who are easily led astray.* 10. *Older people may know how to choose better leaders; but many boys are credulous, and follow a teacher readily.* 11. *Take care how you trust him who preaches "No labour, and a rich prize."* (233)

EXERCISE 49.**Initial Hooks to Straight Letters** (continued).

MESSRS. *Barker and Sons.*

Dear Sirs,—In reply to yours of the 7th, we shall be pleased if you can pack the cream dairy butter in broader casks. The class of grocers who buy our stock think the narrow casks unsuitable, and we desire to please them if we can. We are sorry to trouble you in any way, and we trust you may be able to oblige us. If you care to ship a few sample cases of first-class eggs, we shall be pleased to show them to our customers. Our butter buyer hopes to be in Antrim on the 29th, and may give you a call. Yours truly, Butler and Briggs. (115)

EXERCISE 50.**Initial Hooks to Straight Letters** (concluded).

MESSRS. *Black and Tracy.*

Dear Sirs,—Please ask your manager to give us a call on Tuesday. We are desirous of showing him our new press, which is a thorough success, and which we trust may secure us the first prize at the club show in April. We are the sole makers of this press, and if you care to buy we shall be pleased to sell you a single press at a reduced price. We call the new design Diggle and Noble's "Eagle" press. We should like you to give it a trial. Yours truly, Andrews and Gamble.

(99)

EXERCISE 51.**Hook L added to Curves.**

Hook *l*, added to curved letters, is a large initial hook. In this Exercise, and in Exercises 52 to 57 inclusive, the double consonants *fl*, *fr*, etc., should be employed (in words other than grammalogues and contractions) for the representation of the letters printed in italic.

(a) THE LEFT CURVES *fl*, *vl*, *thl*, USED INITIALLY :—

- 1 *flay*, *flabby*, *flaccid*, *flag*, *flail*, *flaked*, *flaky*, *flaming*, *flange*,
- 2 *flank*, *flap*, *flare*, *flashing*, *flasks*, *flattest*, *flax*, *flicker*,

- 3 fledgling, flexible, flinty, flocked, flood, florist, florid,
- 4 flounced, flotilla, flower, flourish, flurry, fluster, flunky,
- 5 flycatcher, Flora, Fletcher, Florida, Fleming, phlegm,
- 6 afflict, afflicter, efflux, efflorescence, evil, evil-eyed,
- 7 athletic, Ethel, Ethelred.

(b) THE LEFT CURVES *fl, vl*, USED FINALLY :

- 1 playful, playfully, pitiful, powerful, powerfully, prayerful,
- 2 baffle, briefly, briefless, bashfully, butterfly, bot-fly, brimful,
- 3 tearful, toughly, trifle, truffle, truthful, truthfully,
- 4 triumphal, deceitful, dutiful, direful, aidful, changeful,
- 5 joyful, joyfully, catchfly, cupful, grateful, gadfly, fearful,
- 6 firefly, fraudulent, faithful, faithfully, vengeful, revengeful,
- 7 youthful, useful, usefully, easeful, iceflow, skilful,
- 8 skilfully, stifled, slothful, spadeful, shuffles, shameful,
- 9 shamefully, muffle, mouthful, mindful, mirthful,
- 10 unlawful, rightful, ladleful, watchful, armful, roomful,
- 11 regretful, regretfully, reproachful, wrathful, worshipful,
- 12 hopefully, heedful, approval, appellation, positively,
- 13 primeval, privily, bedevil, bevel, bravely, attractively,
- 14 derivatively, deceptively, devil, adjectival, exhaustively,
- 15 accusatively, causatively, actively, frivolous, figuratively,
- 16 festival, effectively, votively, authoritatively, sensitively,
- 17 shovel, shrivel, survival, assertively, arrival, Nashville,
- 18 negatively, non-arrival, reproof, relatively, retrieval,
- 19 revival, revivalist.

(c) THE LEFT CURVES *fl, vl*, USED MEDIALY :—

- 1 pamphleteer, privilege, profligate, profligacy, baffle,
- 2 biflorous, trifler, triflorous, deflect, deflector, devilry,
- 3 devilish, develop, developer, chivalry, chivalrous, cauli-
- 4 flower, shrievalty, shovelful, shoveller, shuffler, muffler,
- 5 mayflower, revivalism, high-flyer.

(d) THE RIGHT CURVES *fl, vl, thl*, USED MEDIALY AND FINALLY :—

- 1 apocryphal, dragon-fly, carvel, cavil, cavalier, cavalierly,
- 2 cavalry, archival, gainful, gravel, groveler, gleeful,
- 3 gruffly, gravely, scuffer, scornful, skinful, snaffle,
- 4 snivel, sniveler, snow-flake, inflame, inflammable, inflamer,

5 inflexible, influenza, influx, anvil, Granville, marvel,
 6 marvelous, marvelously, naval, novel, novelist, raffle,
 7 raffer, ravel, reflex, reflexed, reflexible, reflux, revel, revelry,
 8 reveller, rifle, rifle-corps, risler, rivalry, rueful, ruefully,
 9 Bethel, Bithel, betrothal, bismuthal, lethal, weevil, Yeovil,
 10 hovel.

(e) THE DOUBLE CONSONANT *shl* (UPWARD) USED INITIALLY, MEDIALY, AND FINALLY :—

1 shelf, shelves, book-shelf, shellac, pachalic, penitential, pala-
 2 tial, potential, potentiality, peevishly, prudential, presidential,
 3 partial, partiality, pestilential, brutishly, boyishly, boorishly,
 4 beneficial, abbatial, torrential, devilishly, clannishly,
 5 clownishly, credential, egg-shell, Cashel, fiducial, facial,
 6 official, unofficial, feverishly, foolishly, foppishly, slavishly,
 7 sluggishly, specialize, specialist, specialty, speciality,
 8 snappishly, sciential, sheepishly, Marshall, Marshalsea,
 9 nuptial, knavishly, inessential, initial, initially, lavishly,
 10 roguishly, waspishly, hoggishly.
 11 DOWNWARD *shl*: primatial, apishly, bomb-shell,
 12 commercialism, sea-shell, modishly, natalitial, nutritial,
 13 loutishly.

(f) THE DOUBLE CONSONANT *ml* USED MEDIALY AND FINALLY :—

1 philomel, picromel, calomel, enamel, enameller, enamelling,
 2 lachrymal.

(g) THE DOUBLE CONSONANT *nl* USED INITIALLY, MEDIALY, AND FINALLY :—

1 enlightener, enlivener, analytic, panel, panelling,
 2 penalty, patronal, paginal, aboriginal, banal, bi-
 3 nominal, autumnal, tonal, tonality, technological,
 4 diurnal, diagonal, decanal, channelling, O'Connell,
 5 cantonal, cannel-coal, criminal, kennel, kennelling,
 6 chronological, grapnel, phenomenal, flannelette,
 7 fennel, venal, ethnologic, thinly, spinal, seminal,
 8 seminality, signal, signalize, signalizing, sternal, zonal,
 9 shrapnel, monolith, matronal, marginal, nominal,
 10 nominally, nominalist, infernal.

EXERCISE 52.

Hook R added to Curves.

Hook *r*, added to curves, is a small initial hook.

(a) THE LEFT CURVES *fr*, *vr*, *thr*, USED INITIALLY:—

- 1 afresh, afraid, effervesce, effervescence, offer, offerer, offer-
- 2 ing, offertory, fragile, frank, frankly, fraud, frayed, freckle,
- 3 freed, fribble, frith, frothy, frouzy, frugally, fruity,
- 4 phrenological, average, averse, averse, everlasting,
- 5 everybody, every-day, overalls, overbalanced, overcrowd,
- 6 overdose, overdraw, overflow, overgrowth, overlap, overlook,
- 7 overreach, oversleep, overture, overtook, versatile, versify,
- 8 virtue, virtuous, virtually, ether, athirst, either, otherwise.

(b) THE LEFT CURVES *fr*, *vr*, *thr*, USED MEDIALY AND FINALLY:—

- 1 tafferel, tougher, duffer, defray, differ, differential,
- 2 doffer, dentifrice, chaffer, chafferer, chauffeur, Jeffrey,
- 3 Jefferson, feoffer, ossiferous, zephyr, lactiferous,
- 4 Macpherson, orphrey, auriferous, poverty, beverage,
- 5 Beveridge, traverse, traverser, stiver, diver, diverge, driver,
- 6 adverb, adverse, adversely, adversity, adversary, Chivers,
- 7 cadaverous, governess, governable, governor, thievery, fever,
- 8 favourer, favourable, flavour, flavourless, endeavour,
- 9 leverage, subversive, soever, ossivorous, survivor, reviver,
- 10 retriever, Wendover, sheather.

(c) THE RIGHT CURVES *fr*, *vr*, *thr*, USED INITIALLY:—

- 1 freak, fractious, framable, freely, free-trader, fresh,
- 2 fresher, freshness, frilled, frivolous, frivolously, frolic,
- 3 frolicsome, frolicked, frostily, Africa, verbose, verbal,
- 4 vermicelli, verminous, thermal, thermic, thirsty, thirstily,
- 5 thrall, thrash, thrashing, thrasher, thread, threap,
- 6 threepenny, thrifty, thrilling, throng, throstle, thruster,
- 7 thereat, therein, thereby.

(d) THE RIGHT CURVES *fr*, *vr*, *thr*, USED MEDIALY AND FINALLY:—

- 1 puffer, pilfer, palfrey, paraphrase, paraphrased,
- 2 profferer, peripheral, buffer, biographer, belfry, briefer,
- 3 typographer, triumpher, tree-frog, Dumfries, diaphragm,

- 4 doloriferous, chamfer, camphor, comfrey, coffer, cofferer,
- 5 gaffer, gruffer, goffer, ferriferous, oviferous, scoffer, saliferous,
- 6 sulphur, stenographer, snuffers, stelliferous, melliferous,
- 7 omniferous, laughter, loafer, luffer, luminiferous, Ilfracombe,
- 8 reefer, refresh, refresher, refreshing, reframe, resiniferous,
- 9 Renfrew, orthographer, wafer, heifer, huffer, paver, palaver,
- 10 prover, approver, plover, pulverise, pulverable, braver,
- 11 beaver, Beverley, triumver, Denver, discover, deriver, deliver,
- 12 craver, carver, cleaver, cleverly, cleverness, coverer, giver,
- 13 glover, graver, griever, Gulliver, granivorous, shiver, shivery,
- 14 Maver, mover, omnivorous, manœuvre, manœuvrer,
- 15 anniversary, universality, universalism, laver, livery, louver,
- 16 Oliver, lawgiver, raver, recover, recoverer, remover, reprover,
- 17 revolver, resolver, waver, Waverley, Wavertree, waverer,
- 18 weaver, heaver, hover, hoveringly, haversack, plethora,
- 19 panther, overthrow, enthrall, disenthral, dethroner, anthrax,
- 20 anthracite, misanthrope, Luther (l up), Lutheranism (l up),
- 21 ARthur, pother, pothering, bother, bothering, brotherly, brea-
- 22 ther, tether, tethering, Crowther, gather, gathering, gatherer,
- 23 feathery, smothery, Mather, mothery, nether, nethermost,
- 24 leather, leathery, leatherette, loather, Reather, wither,
- 25 withering, weathercock, weather-gage, weatherwise.

(e) THE DOUBLE CONSONANT *shr* (downward always) USED INITIALLY, MEDIALY, AND FINALLY :—

- 1 usher, ushering, shrank, shrunk, shrapnel, shrew, shrewd,
- 2 shrewdness, shriek, shrill, shrinkage, shrivel, shrubby,
- 3 Shrewsbury, Shropshire, pusher, pressure, polisher,
- 4 punisher, blusher, brochure, burnisher, tonsure, tertiary,
- 5 tressure, dasher, Derbyshire, Cheshire, Kosher, crusher,
- 6 fissure, finisher, fishery, flasher, fresher, fiduciary, thrasher,
- 7 slasher, smasher, Somersetshire, masher, enshroud, lavisher,
- 8 lasher, Ayrshire, rasher, refresher, residentiary.

(f) THE DOUBLE CONSONANT *zhr* USED MEDIALY AND FINALLY :

- 1 treasure, treasurer, treasuring, closure, enclosure,
- 2 foreclosure, measure, measurer, measuring, measureless,
- 3 leisure, leisurely, erasure, rasure.

(g) THE DOUBLE CONSONANT *mr* USED INITIALLY, MEDIALY, AND FINALLY :—

- 1 *aimer, Omar, mercer, mercery, mercury, merling,*
- 2 *palmer, primer, plumber, perfumer, proclaimer,*
- 3 *blamer, blasphemer, declaimer, calmer, clamor,*
- 4 *clamorer, crammer, Cranmer, climber, glamor, flamer,*
- 5 *schemer, shammer, shimmering, mummer, misnomer, namer,*
- 6 *enamour, enamouring, Rimmer, reclaimer, hammerer,*
- 7 *hammer-cloth, hummer.*

(h) THE DOUBLE CONSONANT *nr* USED INITIALLY, MEDIALY, AND FINALLY :—

- 1 *nervous, nervousness, nervously, energy, energise,*
- 2 *enervate, aneroid, anarchy, owner, ownership, honor,*
- 3 *honorable, honoring, pawner, pinery, oppugner,*
- 4 *plenary, plenaryly, pruner, panorama, banneret,*
- 5 *browner, bemoaner, tannery, trainer, trepanner, dinnerless,*
- 6 *decliner, dethroner, Jenner, generous, generously, generosity,*
- 7 *generalize, generic, keener, crowner, coroner, cocoonry,*
- 8 *Kitchener, gunner, funeral, vainer, venerable, veterinary,*
- 9 *vintner, thinner, threatener, assigner, stannary, spanner,*
- 10 *schooner, seminary, sublunary, sexagenary, shunner,*
- 11 *shipowner, meaner, mannerly, mannerism, Mannering,*
- 12 *mineral, mineralogy, Minerva, Milner, machinery,*
- 13 *maintainer, marooner, incliner, leaner, liner, limner,*
- 14 *arraigner, earner, ironer, retainer, refiner, repiner,*
- 15 *remunerable, yeomanry.*

(i) THE DOUBLE CONSONANT *ngr* (*ng-kr* or *ng-gr*) USED INITIALLY, MEDIALY, AND FINALLY :—

- 1 *anchor, anchorable, anchoret, anchorite, anchoring,*
- 2 *anger, angering, pinker, bunker, blinker, tinker,*
- 3 *tinkering, drinker, canker, cankering, cankerous,*
- 4 *conquer, conquerable, conqueror, conquering, clangor,*
- 5 *clangorous, clinker, finger, fingering, finger-post, finger-*
- 6 *stall, forefinger, flanker, thinker, free-thinker, monger,*
- 7 *newsmonger, linger, lingerer, lingering, malinger, malingerer,*
- 8 *malinering, rancor, rancorous, rancorously, hanker,*
- 9 *hankering, hunger, hungering.*

(j) STROKE *ng* AND *downward R* MUST BE EMPLOYED IN NOUNS FORMED BY THE ADDITION OF *er* TO A VERB ENDING IN *ng* :—

- 1 *longer, prolonger, bringer, flinger, singer, stinger,*
- 2 *slinger, swinger, ringer, wringer, wronger, winger,*
- 3 *hanger, haranguer.*

EXERCISE 53.

Initial Hooks (continued).

GRAMMALOGUES.

ʃ *for*, ʃ *from*, ʃ *Mr.*, or *mere*, ʃ *more*, or *remark-ed*,
 ʃ *near*, ʃ *nor*, ʃ *their*, or *there*, ʃ *very*.

1. People of energy have no leisure to linger over mere trifles, nor do they care to do so. 2. They merely shrug their shoulders and smile at those frail fellows who allow a flimsy detail to bother them and throw them into a state of flurry or anger. 3. They know the calmer they keep in times of pressure the better it is for them, and the more likely are they to conquer their troubles. 4. Nor can we fail to see why they should do so ; for we know how easily a powerful leader who is calm can rule an angry throng from whose heads all reason has fled. 5. Have you ever remarked how very like to a fever is anger, and how soon it brings the author, the usher, the banker, the farmer, the driver, and the vulgar loafer to the same level ? 6. And, I may remark, a very low level it is. 7. The flame of anger soon grows bigger, and a single angry fellow may inflame many more. 8. So it is best to stifle the initial flare, force it to flicker out, and thus baffle the evil ere it throws you into a fluster. 9. Otherwise, as Mr. Minshall remarks, the first breath of adversity may fling you into despair. 10. Now, adversity may be very near to you, and you should prepare yourself by manly resolve to receive any blow she may deal you. 11. There are shrewd thinkers who have remarked how

bitter a teacher adversity is. 12. But, they add, *she is a clever trainer, whose Lessons are given effectively ; and if only we receive them in a proper manner they are likely to show us how to lead a useful, honorable, and successful life.* (284)

EXERCISE 54.

Initial Hooks (continued).

1. *Have you ever remarked, my dear Mr. Mather, how very nicely the thrushes near your house plaster the inside of their nests, for fear their eggs should tumble to the floor beneath and get cracked ?* 2. *And have you noticed how very opposite are the ways of their neighbours the black-caps, which make their nests so frail and flimsy as to seem unable to bear the eggs placed there by the feathery inmates ?* 3. *But, I may remark, though you and I may call the labour of these pretty creatures a mere waste of time and energy, since the nests must inevitably break, as we think, still they know their own business best ; for the nests scarcely ever break, nor do the eggs fall through.* 4. *Fragile as the nest appears to us, the owners evince no trouble or flurry ; for they seem to know it is safe enough to carry their precious treasures.* 5. *There is no labourer who discharges his task so effectively as these pretty singers.* 6. *Any shrewd Rambler through the woods and by the rivers may discover there marvels enough and to spare.* 7. *I feel there is no better way of passing a leisure hour.* (195)

EXERCISE 55.

Initial Hooks (continued).

1. *From all I know of life it is mere nonsense to say there is no virtue in adversity.* 2. *Have you ever remarked, my dear Mr. Webster, how very calm in times of trouble is he who has seen more evil days, and, essaying to conquer them, has issued from the fray a noble victor ?* 3. *Others may shrink and*

shrivel at the sight of sorrow ; but these fellows face it bravely, and fling it from them. 4. Mere business worries have no terrors for them ; nor do they flinch at the more alarming troubles which may approach them. 5. Their joy is to stifle all feelings which may inflame them to anger. 6. You may, I think, remark the glitter in their eyes, should these firm fellows notice the trembling fears of a silly youth at the first view of trouble or sorrow. 7. They appear to think such fears worthy of reproof, as being unmanly. 8. The more annoyances these stout fellows have to conquer, the better they seem to like it, and the fresher they approach to the fray. 9. They snap their fingers at mere paltry worries, and smile at business pressure. 10. They eat their dinners just as calmly, and seem to labor just as leisurely, in busy times as they do in times of slackness. 11. They simply thrust aside the things they dislike, and refuse to be flurried by them. 12. They know the measure of their energy and their powers ; and they have no fear, for they are aware no earthly sorrow can last for ever. (253)

EXERCISE 56.

Initial Hooks (continued).

MESSRS. Beaver and Threlfall.

Dear Sirs,—We have your favour of Friday last, and we are very pleased at your success in the Farmers' Show. We were unable to be there, for the reasons given you by our Mr. Arthur Fletcher. Nor shall we be able to go to the close of the affair. From a mere remark of Mr. Arthur's, we gather how very big were the crowds which thronged the place from first to last on the day of his visit, and we were all the more sorry to be away. Mr. Arthur specially remarked the new oat crusher, near the shrubbery. There were three other crushers in the Show ; but he thinks they were more flimsy, and far less useful. We shall dispatch your kennel by rail to-morrow. Yours faithfully, Fletcher, Sons, and Crowther. (137)

EXERCISE 57.

Initial Hooks (concluded).

Mr. Christopher Coverley.

Dear Sir,—We have the samples of flannel to-day, but we regret to say they are unsuitable for our purposes. They are very fluffy, and there are flaws in the threads of some of them. Three of the samples appear to shrink and shrivel up in the washing. We are afraid to offer such stuff to our customers.
Yours truly, Weaver Brothers. (65)

EXERCISE 58.

Circles and Loops prefixed to Initial Hooks.

A circle or loop is prefixed to a straight letter hooked for R by turning the hook into a circle or loop.

(a) *Spr*, ETC. THE ITALIC TYPE INDICATES THAT THE CIRCLE SHOULD BE COMBINED WITH THE HOOK *r*:—

- 1 *spray*, *sprayed*, *spreader*, *sprag*, *sprawler*, *springer*, *spring-*
- 2 *time*, *spruce*, *sprucely*, *spruceness*, *sapper*, *suppressed*, *super*,
- 3 *supremely*, *superficial*, *supervise*, *superviser*, *superlatively*,
- 4 *supersede*, *soberly*, *soberness*, *soubrette*, *strayed*, *straggler*,
- 5 *strainer*, *strangely*, *strata*, *streaky*, *streamer*, *strengthened*,
- 6 *stride*, *stringer*, *striver*, *stronger*, *strutter*, *setter*, *citer*,
- 7 *citric*, *suitor*, *solder*, *solderer*, *Cedric*, *screw*, *scraggy*,
- 8 *screamer*, *screech-owl*, *scrofulous*, *sacredly*, *sacrificer*, *sacri-*
- 9 *ficial*, *sacrilegious*, *succor*, *succorer*, *Socrates*, *Socratical*,
- 10 *sacristy*, *secrétairé*, *secrecy*, *sagger*, *segregate*, *prosper*,
- 11 *upspring*, *upspringing*, *destroy*, *destroyer*, *destructively*,
- 12 *distrainer*, *distrainable*, *distressed*, *distressing*, *distrusts*,
- 13 *distrusting*, *decider*, *outsider*, *tasker*, *tusker*, *disgrace*,
- 14 *disgraced*, *disgracing*, *disgraceful*, *describe*, *describer*,
- 15 *describing*, *descrier*, *descriptively*, *discriminate*, *corkscrew*,
- 16 *excrescence*, *swopper*, *sweeper*, *swabber*, *sweeter*, *sweater*,
- 17 *switcher*, *swagger*, *swaggerer*, *swigger*.

(b) WRITE THE CIRCLE INSIDE THE HOOK *r* IN THE FOLLOWING AND SIMILAR WORDS, WHERE THE CIRCLE AND HOOK OCCUR AT AN ANGLE :—

- 1 pastoral, pesterer, plasterer, besieger, bestrew, bestraddle,
- 2 blusterous, blusterer, boisterous, boisterously, tricyclist,
- 3 taxidermy, depositor, dexterous, dexterously, dextrose,
- 4 checkstring, costermonger, crosstree, clustery, cloisteral,
- 5 cloisterer, clasper, crisper, crusaders, exciter, express,
- 6 expressive, expressly, expurgatory, expositor, exterminate,
- 7 extra, extremity, extremist, extrinsic, extricable, inex-
- 8 tricably, inexpressive, Exeter, Uxbridge, gastric, gastritis,
- 9 gastronomy, Gloucestershire, gasper, offspring, fenestral,
- 10 psalmistry, nostril, nostrums, ancestral, ancestress,
- 11 massacre, masterful, master-key, master-stroke, masterly,
- 12 mistral, mystery, mistress, mistrust, mistrusting, muster-
- 13 roll, misprize, mispronounce, mispronounced, lisper,
- 14 lustral, lustrous, lustrously, lascar, Mexborough, Salisbury,
- 15 Malmesbury, rasper, reciprocal, reciprocity, reciter,
- 16 rescribe, restrainable, restrainer, risker, rostral, roisterer
- 17 registry, orchestra, orchestral, wastrel, westerly, wiseacre,
- 18 Hesper (*h* up), housebreaker.

(c) *St-pr*, ETC. THE ITALIC TYPE INDICATES THAT THE LOOP *st* SHOULD BE COMBINED WITH THE HOOK *r* :—

- 1 *stepper*, *stopper*, *stooper*, *stupor*, *stabber*, *statter*, *stutter*,
- 2 *stutterer*, *stouter*, *stitcher*, *stager*, *stodger*, *staker*, *stacker*
- 3 *sticker*, *stalker*, *stoker*, *stocker*, *stagger*, *staggerer*.

(d) *Spl*, *s-fr*, ETC., USED INITIALLY. INITIAL CIRCLE *S* IS WRITTEN INSIDE THE HOOK *l* ATTACHED TO STRAIGHT LETTERS, AND INSIDE THE HOOK *l* OR *r* ATTACHED TO CURVES. IN THIS SECTION THE ITALIC TYPE INDICATES THAT THE CIRCLE *S* MUST BE WRITTEN INSIDE THE HOOK *l* OR *r* :—

- 1 *splash*, *splasher*, *splitter*, *splutter*, *spleeny*, *supple*,
- 2 *suppleness*, *supplicatory*, *supplier*, *sable*, *sublime*, *sublimity*,
- 3 *settler*, *subtle*, *saddler*, *saddlery*, *sidle*, *sidling*, *satchels*,
- 4 *sickle*, *seclude*, *secluder*, *secluding*, *seclusive*, *cyclist*,
- 5 *cycloid*, *Cyclops*, *safer*, *suffer*, *sufferer*, *sufferable*, *suffrage*,

- 6 *savory, savorless, severance, soother, seether, simmer,*
- 7 *simmering, signer, sinner, sooner, sinker, civil, civilize,*
- 8 *civilizer, civilized, civilly.*

(e) *Spl, spr*, ETC., USED MEDIALY AND FINALLY:—

- 1 *display, displaced, displeased, traceable, disoblige, disable,*
- 2 *reducible, despicable, disposable, disclose, disclosure,*
- 3 *disclaimer, plausible, peaceably, appeasable, chasuble,*
- 4 *explainable, explainer, explicable, explicitly, explode,*
- 5 *explore, explosive, fusible, infusible, effaceable, ineffaceable,*
- 6 *visibly, invisibly, pedestal, fratricidal, matricidal, paschal,*
- 7 *tisical, tricycle, toxic, toxicology, exclamer, exclusive,*
- 8 *exclusively, classical, physically, vesicle, versicle, encyclical,*
- 9 *encyclopedic, lackadaisical, peace-offering, decipher,*
- 10 *decipherer, decipherable, disfranchise, disfranchised,*
- 11 *phosphor, gypsiferous, lucifer, luciferous, passover, deceiver,*
- 12 *dissever, disseverance, Elzevir, dulcimer, gossamer, resumer,*
- 13 *poisoner, prisoner, blazoner, emblazoner, designer,*
- 14 *decennary, dishonor, dishonorable, dishonoring, chastener,*
- 15 *fastener, vicenary, listener, die-sinker, peaceful, peacefully,*
- 16 *blissful, ox-fly, house-fly, museful, obtrusively, elusively,*
- 17 *illusively, tortoise-shell, dissocial, anti-social, vicinal,*
- 18 *vaticinal.*

(f) THE CIRCLE *s* IS WRITTEN INSIDE THE HOOK OF *w*, IN WORDS LIKE THE FOLLOWING:—

- 1 *sway, sways, swaying, basswood, praiseworthy, dissuasive,*
- 2 *fosseway, causeway, cassowary, crossways, crosswise.*

EXERCISE 59.

Circles and Loops prefixed to Initial Hooks (continued).

Italic s, sw, or st, indicates that the circle or loop should be combined with the hook *r*, as in *spray, stouter*. The hyphen following *s, c, or x*, indicates that the circle *s* should be written *inside* the hook *r* or *l* or the hook of *w*, as in *splice, suffer, crossways*.

1. A famous author describes *the Scribes* as a strong, sober,

class, *who passed their time exclusively in the sublime study of the sacred laws.* 2. *Their industry and love of labour were noticable to all their disciples, and they exercised high authority as expositors of the scrolls of those times.* 3. *Sprays of cypress were carried at funerals in past days to express visibly the strength of the feelings of sorrow and distress in the breasts of the survivors.* 4. *In some cases, rosemary or bay leaves displaced the cypress, but cypress branches were oftener chosen as they last a long time.* 5. *The custom may seem strange in a civilized people, but though we may possibly disagree as to the propriety of it, we must discriminate and pause ere we describe it as either foolish or disgraceful.* 6. *We should disclaim a desire to swagger, to pose as wisecracks, or to display an undue pride in the strength of any abilities we may possess.* 7. *Sensible people are seldom boisterous in the display of their wisdom.* 8. *It is the mere dabblers or scribblers who try to disclose all they know.* 9. *It is useless for a sweeper to throw a straw in the face of a strong breeze.* 10. *It is carried away by the stronger force, and has no strength to resist.* 11. *We are in a sense straws, also, carried along in the struggle to reach a higher level.* 12. *We should be modest and scrupulous seekers for true wisdom, faithful strivers for the goal, and lovers of the right for its own sake.* 13. *We should leave all unworthy and dishonorable things to swaggerers, decivers, and evil designers, who prey on the foibles of their fellows and seek to stop the progress of our race.* (288)

EXERCISE 60.

Circles and Loops prefixed to Initial Hooks (continued).

Read the Note at the head of Exercise 59.

1. *I should distrust him who boasts of his strength and swaggers over his skill; for, as I have noticed, very strong and skilful people disclaim extra strength or skill.* 2. *The mannerly youth has no scruple in sacrificing his own tastes for the sake of others.* 3. *A crossing sweeper may give a*

Lesson in civility to proud wis-eacers. 4. Many who are otherwise sober people carry *their* strange fads to ex-tremes. 5. Many a spruce youth s-uffers from the folly of supposing his neighbours admire his spruceness. 6. He hopes to see his fame spread ; but, alas, he is his own dec-eiver, for few of his fellows are struck by his ability. 7. Unless we sow the right seeds in Spring, we shall reap the wrong crop in Autumn. 8. It is advis-able to s-ettle our aim in life as early as poss-ible, and seek to follow it steadily. 9. An honorable boy should have no scruple in ex-pressing his dislike of dis-honorable counsel. 10. It is cowardice to do evil simply from the fear of dis-pleasing others. 11. Only the most superficial people can teach otherwise. 12. Have a care lest in your search for ERRORS in others you may overLOOK your own most notic-eable follies. 13. The faster a c-yclist rides along the road, the less beauty does he notice in the scenery. 14. There are very many ex-tremists among c-yclists. 15. As you go along life's road, take care lest you follow their example. 16. The more troublesome the task, the stouter should be the resolve to conquer it. 17. You may think me a sad preacher, but I have seen strange sights in my time, and many failures through lack of wisdom. (271)

EXERCISE 61.

Circles and Loops prefixed to Initial Hooks (continued).

Read the Note at the head of Exercise 59.

1. The swaggerer is just the fellow likely to be also an unseen dis-honorable lis-tener, a dec-eiver, and a des-igner of evil. 2. It is s-afer to leave such a fellow alone, lest he drag you into a scrape. 3. It is very strange how some youths lose all scruple, and stoop to any shabby tricks to get on in life. 4. A strong, sober fellow can only describe such tricks as disgraceful. 5. The struggle for supremacy may be severe, but we should refuse to prosper at the cost of our honor. 6. An honest fellow fears no dis-closure, and his simple pleasures are all the sweeter for the strenuous toil by which they are bought. 7. A

carriage and a pair of High steppers are but a poor exchange for a virtuous name. 8. *It is scarcely possible to judge from a mere show of riches how far their possessor is truly at ease.* 9. *A plausible was-trel, in the last stages of despair, may appear to be leading a thoroughly enjoyable life.* 10. *But the day arrives at last which discloses a very opposite state of affairs.* 11. *His villainy is exposed; his spruceness disappears; and his face wears a look of misery.* 12. *Few people regret his fall, for they know he was a deceiver and a sham.* 13. *In the strictest sense the pathway of honor is also the pathway of true wisdom.* (225)

EXERCISE 62.

Circles and Loops prefixed to Initial Hooks (continued).

Read the Note at the head of Exercise 59.

1. *It is always praiseworthy, and it may possibly be sublime to risk failure in the hope of rising from a low place in society to a higher.* 2. *Nor is it right to express disapproval of any such trial; for some of our best citizens have sprung from extreme poverty to riches and power.* 3. *The costermonger of last summer may be the leader of commerce in the spring.* 4. *Examples of such a change are readily adducible from the pages of the past.* 5. *Success in life is reducible to no set of rules; but it is scarcely possible for us to succeed if we distrust our own abilities.* 6. *The dexterous use of the powers given to us by the Lord may bring both fame and riches, and at the same time give us the power to appease some of the distress visible to all who care to see it.* 7. *And, we may add, the sufferings of the poor are noticable enough to those who use their eyes.* 8. *A mere stroll through any of our big cities discloses misery enough to call forth an exercise of charity from all who are able and disposed to give.* 9. *But in all our endeavours to rise, we must beware lest we allow a love of money for its own sake to master us, and destroy our sense of justice to others.* 10. *Such a feeling necessarily disables us from being very serviceable to our fellows, and if we have*

such a feeling *the s-ooner* we stifle it *the better*. 11. *It is a pitiful thing to desire riches merely for the sake of being a depos-itor in a bank.* 12. *Far better be an honest crossing sweeper in the city.* 13. *From all which a sensible fellow may gather the lesson of justice and mercy to all.* (297)

EXERCISE 63.

Circles and Loops prefixed to Initial Hooks (continued).

Read the Note at the head of Exercise 59.

MESSRS. Tasker and S-addler.

Dear Sirs,—We have an ex-tra heavy s-upply of strong screws, in all sizes, bought at a sale, which we think may possibly be servic-eable to you, and which we can offer you at a very low price for cash. We have also an ex-tremely useful jackscrew, and a set of die-s-inker's tools, for which we should like you to make us an offer. If your manager can call at our stores, at three o'clock on Friday, we may be able to s-ettle a price for all these things. We have only a small space to spare for our stock, and the s-ooner we dispose of them the better. Yours faithfully, *Stringer and Spriggs.* (119)















EXERCISE 64.

Circles and Loops prefixed to Initial Hooks (concluded).

Mr. Arthur S-iddle.

Dear Sir,—In reply to your favour of Saturday last, both the bic-ycle and tric-ycle are ready, and you can have them on showing the official receipt for the charges for repairs. It is scarcely necessary to say we have no distrust of you, but we know how advis-able it is for us to stick to our rule to allow no c-ycle to leave our premises unless the official receipt for all charges is produced. This is s-afer for all parties. We were able to solder the wire you spoke of, and it is now all right. Yours truly, *S-ummers and Sons.* (105)

EXERCISE 65.**Contractions.**

 domestic,  mistake,  never,  never-
 theless,  enlarge,  notwithstanding,  knowledge,
 acknowledge,  regular,  irregular,  king-
 dom,  influence,  influenced,  next

1. *It is, as a rule, a mistake to offer advice on the domestic affairs of our neighbours.* 2. *Nevertheless, should our counsel be sought, we should never refuse to give it, if we feel we have enough knowledge and influence to enable us to do so in a wise way.* 3. *Still, we must acknowledge the utmost care is necessary in these cases, or, notwithstanding our strong desire to remove a trouble, we may only enlarge it.* 4. *We should be influenced in the case by our knowledge of the people who seek our advice, and be careful how we decide to give it, lest it be scornfully refused.* 5. *In fact, the next best thing to wise counsel is no counsel at all.* 6. *There are very many people in this kingdom who are most eager to advise others; but, strange to say, the most regular givers of advice are the most irregular takers of it from others.* (154)

EXERCISE 66.**N Hook.**

The hook *n*, attached to straight letters, is written in the same direction as that taken by the hands of a clock; attached to curves, it is written inside the curve. In this Exercise italic *n* indicates that the hook *n* should be written.

(a) STRAIGHT STROKES HOOKED FOR *n* :—

- 1 pain, Spain, sprain, spleenⁿ, trepan, deepen, cheapen, Japan,
- 2 crepon, Gilpin, saucepan, ashpan, Mappin, kneepan, lupine,
- 3 rapine, weapon, bin, Bryn, Sabine, Dublin, cabin, Gibbon,
- 4 thighbone, suburban, urban, robin, ribbon, henbane,

5 tan, train, strain, ton, spittoon, platoon, Preston, batten,
 6 Tatton, Dutton, detain, detrain, destine, cotton, croton,
 7 Grattan, festoon, fatten, frighten, Austin, smitten,
 8 sweeten, scone, screen, skeleton, Ashton, mutton, Milton,
 9 Newton, lighten, rotten, retain, restrain, routine, Wetton,
 10 platen, maintain, don, Seddon, bidden, deaden,
 11 Farrington, Flodden, Snowdon, madden, anodyne, intes-
 12 tine, entrain, olden, laden, redden, wooden, Woburn,
 13 hidden, chin, birchen, kitchen, urchin, John, pigeon,
 14 bludgeon, Trojan, dudgeon, gudgeon, virgin, region,
 15 origin, surgeon, sturgeon, imagine, engine, steam-engine,
 16 legion, widgeon, can, pecan, beacon, Tuscan, deacon,
 17 chicken, falcon, African, vatican, thicken, skin, screen,
 18 stricken, spoken, slacken, sunken, shaken, shrunken,
 19 McCann, Maclean, mannikin, napkin, liken, American,
 20 Erskine, recline, awaken, gone, pagan, began, Teggin,
 21 dragoon, Keegan, Grogan, Fagin, Afghan, Afghanistan,
 22 suffragan, spring-gun, chagrin, Michigan, Mulligan, noggin,
 23 lagoon, organ, Oregon, hogan, wren, rain, Parrin, barren,
 24 outran, Doran, churn, adjourn, Curran, corn, Garn, foreign,
 25 florin, sovereign, thorn, siren, shorn, Moran, marine, lorn,
 26 worn, western, wyvern, yearn, heron, hawthorn, win,
 27 Darwin, Kenwyn, Irwin, wane, ween, wan, yawn, yen,
 28 hone, hewn.

(b) CURVED STROKES HOOKED FOR *n* :—

1 fan, fin, paraffin, dolphin, morphine, elfin, flown, Flynn,
 2 frown, syphon, van, Bevan, Cavan, craven, cloven, graven,
 3 thriven, Stephen, sylvan, shaven, shriven, Niven, liven,
 4 raven, woven, haven, thin, python, Nathan, earthen, thine,
 5 brethren, leathern, heathen, throne, enthrone, dethrone,
 6 assign, zone, ozone, shine, outshine, sunshine, moonshine,
 7 machine, ocean, ashen, shrine, enshrine, men, pressmen,
 8 bowmen, tea-men, draymen, carmen, examine, gammon,
 9 foemen, firemen, flamen, freemen, vermin, seamen,
 10 stamen, spokesmen, statesmen, Scotchmen, showmen,
 11 mammon, laymen, ermine, remain, weigh-man, woodsman,
 12 yeoman, hangman, nine, Pennine, benign, tannin, canine,

- 13 Glennon, shannon, unknown, linen, renown, lean, pollen,
 14 balloon, talon, Dillon, colon, gallon, felon, villain, sea-lion,
 15 stolen, swollen, sullen, sirloin, melon, aniline, arraign,
 16 sworn, stern, discern, Nairn, inurn, hanger-on.

(c) *N* HOOK USED MEDIALY:—

- 1 paining, painful, penknife, pining, pruning, piquancy,
 2 opening, boning, browning, bandy, abandon, banish,
 3 bantam, tanning, tuning, tansy, training, deepening,
 4 droning, dainty, daintily, disdaining, deaconess, Chippen-
 5 dale, chantey, gentile, caning, clinic, conic, cleanly,
 6 keenly, Kinsey, gaining, grinning, gainsay, glengarry,
 7 falconry, foreigners, flippancy, fraudulency, flatulency,
 8 vagrancy, screening, spinning, spraining, southerner,
 9 maintaining, mechanics, mechanism, misreckoning,
 10 mourner, maddening, laburnum, lightening, likening,
 11 learner, reclining, repining, reddening, replenish,
 12 restraining, retaining, awakening, wine-bibber, winner,
 13 yearner, yawner, hen-roost, hen-coop, fancy, fanfare,
 14 finery, fineness, finish, franchise, Franciscan, frenzy,
 15 French, fringe, vanishing, veining, vinery, thinning,
 16 thinness, thinnish, assigning, strengthening, stubbornness,
 17 stubbornly, manning, mainmast, manure, meanness,
 18 meaningless, mining, monarch, maligner, nunnery,
 19 lengthening, linsey, lonely, latency, earnings, arraigning,
 20 arrange, arranger, disarrange, Arundel, orange,
 21 Orangeman, redolency, repellency.

EXERCISE 67.

F or V Hook.

The hook *f* or *v* is attached to straight letters only, and is written in the opposite direction to that taken by the hands of a clock. In this Exercise, italic *f* or *v* indicates that the letter should be represented by the hook.

(a) THE HOOK *f* OR *v* USED FINALLY:—

- 1 punitive, proof, prove, reprove, fireproof, pikestaff, epitaph,
 2 tipstaff, distaff, breve, semibreve, bereave, bluff, tough,

- 3 talkative, attractive, autograph, dative, deprive, deceptive,
- 4 digraph, drove, draft, derive, chafe, chough, achieve, Jove,
- 5 gyve, Jeff, cove, cough, carve, skiff, clough, cliff, Wycliff,
- 6 cleave, calf, caitiff, accretive, expletive, gaff, gave, grove,
- 7 glove, foxglove, festive, federative, formative, votive,
- 8 vocative, sportive, sedative, secretive, sensitive, suppositive,
- 9 seraph, serve, preserve, observe, deserve, reserve, sheriff,
- 10 mangrove, monograph, amative, motive, native, neckerchief,
- 11 engrave, illative, illustrative, illuminative, lenitive, laxative,
- 12 restive, retrieve, recitative, reformative, regenerative,
- 13 relative, remunerative, restrictive, restorative, waif, weave,
- 14 unweave, huff, hove, heave.

(b) THE HOOK *f* OR *v* USED MEDIALY :—

- 1 proofing, proving, paving, prefer, preferring, preferable,
- 2 privet, privacy, privateer, privitive, profit, profitable,
- 3 profitless, provide, provable, proven, proverb, provincial,
- 4 provoke, provocative, provoker, puffery, brevity, brevet,
- 5 taffeta, taffrail, tiffin, toughening, toughish, traffic, typhoon,
- 6 typhoid, daffodil, deafening, deafness, divinity, diversity,
- 7 diversify, defer, deferential, divide, draughty, draughtsman,
- 8 driveL, driveLing, driven, defence, defenceless, defensible,
- 9 defeat, devotee, chaffinch, chafing, juvenile, juvenescence,
- 10 gyving, festivity, effectiveness, secretiveness, sensitiveness,
- 11 server, preserver, observer, reserver, scenographic, steno-
- 12 graphic, sportiveness, amativeness, mystified, monographic,
- 13 motivity, nativity, nitrified, lexicographic, lithographic,
- 14 orthographic, recovery, discovery, rejuvenescence, rebuffing,
- 15 reproving, reprobable, restiveness, retrievable, reversal,
- 16 reversed, reversing, revertive, refer, referee, referable,
- 17 referential, referring, hieroglyphic.

(c) FINAL *n*, *f*, OR *v*, FOLLOWED BY A SOUNDED VOWEL, MUST BE EXPRESSED BY A STROKE CONSONANT.

In the following words the italic type indicates that the hook should be employed:—

- 1 pawn, pawnee; oppugn, puny; pine, piney; pollen,

- 2 polony ; plain, Pliny ; spine, spinous ; pave, pavo ;
- 3 puff, puffy ; bone, bonny ; brain, brainy ; ban,
- 4 bonus ; barn, barony ; brave, bravo ; bluff, bluffy ;
- 5 button, botany ; Britain, Brittany ; biograph, bio-
- 6 graphy ; tone, tony ; turn, tourney ; dun, donee ;
- 7 den, deny ; dine, Dinah ; destine, destiny ; Duff,
- 8 Duffy ; deaf, defy ; detain, dittany ; chaff, chaffy ;
- 9 chine, China, Chinese ; June, Juno ; jin, jinee ; ken,
- 10 Kenny ; corn, corny ; Curran, corona ; clough, Clovis ;
- 11 crane, cranny ; cotton, cottony ; clown, Cluney ; cove,
- 12 covey ; grain, granny ; grieve, grievous ; glutton, gluttony ;
- 13 gluten, glutinous ; Gascon, Gascony ; fun, funny ; felon,
- 14 felony ; foreign, farina ; vain, venue ; villain, villainous ;
- 15 vine, vinous ; thorn, thorny ; thin, Athene ; throne,
- 16 threepenny ; assign, assignee ; sudden, Sydney ; skin,
- 17 skinny ; sicken, sickness ; stamen, stamina ; summon,
- 18 simony ; spleen, spleeny ; stolen, steeliness ; serve,
- 19 survey, service ; seraph, seraphic ; ozone, ozonize ;
- 20 shine, shiny, shyness ; chicane, chicanery ; mutton,
- 21 mutiny, mutinous ; machine, machinist ; Mullen,
- 22 Maloney ; microphone, microphonous ; moonshine, moon-
- 23 shiny ; myograph, myography ; neckerchief, anchovy ;
- 24 Nan, Nanny ; Newman, nominee ; engine, angina ;
- 25 laymen, lamina ; latin, latinize ; liken, likeness ; lengthen,
- 26 lengthiness ; lion, lioness, lionized ; lithograph, litho-
- 27 graphy ; illumine, illuminee ; Alban, Albany ; albumen,
- 28 albuminize ; Erin, arena ; Arran, Arno ; iron, irony ;
- 29 archon, Orkney ; origin, Origenist ; ratan, ratany ; redden,
- 30 redness ; raven, ravenous ; ripen, ripeness ; recitative,
- 31 recitativo ; region, regina ; retain, retinue ; reserve,
- 32 reservist ; ravine, revenue ; roman, romany ; wan,
- 33 wanness ; win, winnow ; worn, weariness ; Wetton,
- 34 weightiness ; wine, winy ; wooden, woodiness ; hone,
- 35 honey ; heathen, heathenize ; hewn, heinous ; hoyden,
- 36 headiness ; headsman, head-money ; hen, henna ; heave,
- 37 heavy ; Hockin, Hackney.

EXERCISE 68.

The Hooks N, and F or V (continued).

The italic type indicates that the letter should be expressed by a hook.

1. *He is a brave man who dares to defy a rough opposer of his policy.* 2. *A reproof in youth may preserve us from mischief in age.* 3. *Many a man has fallen in the struggle of life through his teacher's fear of annoying him by reproof in early youth.* 4. *Small things make up the life of a man, as many drops go to form an ocean.* 5. *It is better to strive to retrieve the past than to grieve over its follies.* 6. *A vain man is seldom aware of his vanity.* 7. *A man should learn to earn money in some way, even though he be born rich.* 8. *An active man can easily exercise his activity, if he desires to do so ; but many profess activity, and still refuse to serve their fellow-men in any way.* 9. *A genuine man seldom gives pain to others or provokes them to anger.* 10. *Many drunken men appear to think the drink which stole their reason may also prove a restorative ; and so they drink again.* 11. *The taste for beer or wine grows upon them, and at last they are unable to restrain their desire for the poison which may carry them to the grave.* 12. *You may observe how few men there are who abandon an evil custom which they have pursued for a long time.* 13. *This should assist you to refrain from following such evil ways.* 14. *A puny man may be braver than a big one, and, in fact, many of our bravest leaders have been diminutive in stature.* (253)

EXERCISE 69.

The Hooks N and F or V (continued).

See Note at the head of Exercise 68.

1. *If you desire to achieve your purpose and sustain your known ability as a fine business man, you must take care lest you display chagrin or scorn in presence of a likely customer.*

2. *It is vain to imagine you can have all your own way and get the best of every bargain.* 3. *Men may try to cheapen your wares, and you must evince no disdain of thin profits, now and again.* 4. *A stubborn mien can scarcely strengthen your hopes of more business.* 5. *The salesman, like the fisherman, may have to angle long ere he secures a catch.* 6. *A talkative man, by undue puffing, may defeat his own purpose and drive away a likely buyer.* 7. *A superlative tone soon provokes an honest trader, and he often enough administers an effective rebuke to a glib-tongued agent by declining to buy his stuff.* 8. *Reasonable brevity, an attractive manner, and a stern resolve in no case to swerve from the truth for the sake of selling a line, are fine credentials for the aspiring salesman.* (172)

EXERCISE 70.

The Hooks N, and F or V (continued).

See Note at the head of Exercise 68.

1. *Japan and the Japanese are worth the study of all who like to read of the origin and advance of the races of the globe.* 2. *Some people imagine the isles of Japan are of volcanic origin; but the chief men of science deny this, though they observe there are many volcanoes and sulphur springs in the place, and the people feel earth tremors, one may say, every day.* 3. *They have as many varieties of weather in Japan as we have, and more; for besides rough breezes, rain, snow, frost, and sunshine, they often have a visit from the terrible storms known as typhoons, which do immense damage to houses and to ships.* 4. *The Japanese are a dainty, economical, and attractive people, ready to learn, and strong to retain the things they look upon as profitable to them.* 5. *They are no lovers of strife; but they can be brave, and even stubborn, in the defence and maintenance of their rights.* 6. *They are clever farmers, and they raise fine, heavy crops of rice, which is the chief food of the people.* 7. *Coal and iron mining is vigorously carried on, and, in fact, Japan is rich in many minerals.* 8. *The skill of the Japanese in jappanning has long*

been widely known, and the artistic finish they give to the things they make is above all praise. 9. They weave lovely silk fabrics, from the sale of which they derive a big revenue. 10. Strange to say, up to 1853 no foreigner was able to gain an entry into Japan; for the Japanese looked upon all foreigners as worthy only of disdain and scorn. 11. But since then there have been many changes. Japanese statesmen began to think they should abandon their reserve, and allow their people to try and derive profit from following the line of the men from the Western states. 12. They gave the plan a trial; the gates of their cities were thrown open to foreign traders, and now the Japanese dealers are as keen at a bargain, and as ready to earn a guinea as any people we serve. (348)

EXERCISE 71.

The Hooks N, and F or V (continued).

See Note at the head of Exercise 68.

Mr. John Bullen.

Dear Sir,—Referring to your favour of the 9th, we imagine your customer must mean a tureen like the one we sold you in June last. We gave you notice then it was the last of the make we should supply, as the cost of producing it was such as to make it positively hopeless for us to derive any profit from the sales. It was a very attractive design, of tough make, and thoroughly fireproof; but we were unable to obtain a fair price for it, and we were pleased to sell you the last one. We have plenty of others in stock, of fine design and finish, and we trust your customer may choose one of these from the enclosed list. A line from you is enough to secure the dispatch of the tureen, or of any of the things spoken of in the list, by return. Yours truly, Stephen Brown and Sons. (158)

EXERCISE 72.

The Hooks N, and F or V (concluded).

Mr. David Green.

Dear Sir,—We have your favour of the 10th, and we shall

be pleased to arrange to see your agent and examine his samples of sheepskin rugs. We sell more of these fancy rugs than any other house in this town; but we are keen buyers, and if you are to serve us you must mark the prices as low as possible. Yours faithfully, Benjamin Gough and Nephew.

(71)

EXERCISE 73.

Circles and Loops added to Final Hooks.

A circle or loop is added to the hook *n*, attached to straight letters, by turning the hook into a circle or loop. In this Exercise the italic type indicates that the letters should be combined in a circle or loop.

(a) *ns* ADDED TO STRAIGHT LETTERS :—

- 1 pans, pens, pins, pawns, prunes, plans, pagans, poltroons,
- 2 patrons, precedence, pittance, picaroons, platens, penitence,
- 3 providence, pippins, beckons, bans, barons, buttons,
- 4 begins, betokens, blackens, bludgeons, blackthorns,
- 5 Britons, bygones, teaspoons, tamarins, tense, trance,
- 6 tarns, tightens, twopence, attunes, dispense, dragoons,
- 7 diffidence, declines, decadence, deepens, diligence, destines,
- 8 disciplines, distrains, duns, chines, chaplains, chickens,
- 9 churns, Japan's, jack-planes, jaw-bones, adjourns, coupons,
- 10 canteens, corns, kittens, cabins, cocoons, credence, expense,
- 11 Clarence, crones, accidance, Gibbon's, Gascons, glens,
- 12 goblins, gluttons, falcons, ferns, fragrance, flagons,
- 13 frightens, festoons, avoidance, veterans, velveteens,
- 14 vengeance, Vulcan's, thickens, threepence, threatens,
- 15 sustains, assistance, Austin's, sextons, sacristans, sixpence,
- 16 sardines, saddens, suspense, sprains, sickens, spurns,
- 17 satins, straightens, sheep-runs, mittens, maidens,
- 18 maintains, mandarins, emergence, Makin's, marines,
- 19 mourns, negligence, entrains, lagoons, learns, likens,
- 20 legions, lightens, luncheons, arrogance, ribbons, repines,
- 21 retains, regions, reclines, riddance, resistance, robins,
- 22 weapons, widgeons, wince, once, yawns, yearns, Yucatan's,
- 23 hens, herons, hockins, headstones.

(b) *nss* ADDED TO STRAIGHT LETTERS :—

- 1 prances, princes, appearances, preferences, pittances,
- 2 pretences, bronzes, twopences, trances, trounces, dunces,
- 3 distances, dispenses, disappearances, disturbances, chances,
- 4 cadences, clearances, expenses, glances, Florence's, three-
- 5 pences, sixpences, sconces, subsidences, assurances,
- 6 insurances, ninepences, instances, elegances, references,
- 7 remittances, resemblances, irreverences, reverences,
- 8 residences, responses, wincen, enhances, ensconces.

(c) *nst* AND *nstr* ADDED TO STRAIGHT LETTERS :—

- 1 pounced, pranced, bounced, bronzed, dispensed, distanced,
- 2 danced, revered, chanced, canst, cleansed, glanced,
- 3 against, rinsed, winced, entranced, enhanced, instanced,
- 4 ensconced, indulgenced, punster, punsters, spinster,
- 5 spinsters, Dunster, Dunster's.

EXERCISE 74.

Circles and Loops added to Final Hooks (continued).

In the case of curves hooked for *n*, and of straight letters hooked for *f* or *v*, the circle *s* is added by writing the circle inside the hook, so that both hook and circle may be clearly seen. In this Exercise, italic *s* or *c* indicates that the circle *s* must be written inside the hook for the preceding *n*, *f*, or *v*.

(a) *ns* ADDED TO CURVES :—

- 1 fawns, fans, fens, refines, coffins, griffins, frowns, refrains,
- 2 ovens, evens, vans, Evans, caverns, Athens, Nathan's,
- 3 Jonathan's, pythons, thrones, dethrones, thins, assigns,
- 4 zones, Eason's, shuns, oceans, shines, shrines, enshrines,
- 5 man's, men's, means, foreman's, demons, lemons,
- 6 Simmons, famine's, showman's, laymen's, nines, pennons,
- 7 cannons, linens, shannon's, lawns, lens, balloons, talons,
- 8 Dillon's, colons, gallons, felons, villains, saloons, maligns,
- 9 Malone's, muslins, earns, discerns, inurns, secerns,
- 10 pronouns, Bowman's, ploughman's, roughens, ravines,

- 11 ravens, sermons, muffins, dolphins, domains, watchman's,
- 12 Benjamin's, Clemen's, iLLumines, seamen's, Athlone's,
- 13 Bannerman's, havens, heathens, syphons, livens, stamens,
- 14 Stevens, Tonan's, Kathleen's, Canaan's, outlines, opulence,
- 15 prevalence, balance, over-balance, unbalance, flatulence,
- 16 valance, Valence, violence, virulence, silence, succulence,
- 17 somnolence, reliance, free-lance, excellence.

(b) *fs* OR *vs* ADDED TO STRAIGHT LETTERS :—

- 1 puffs, paves, proves, reproves, deprives, reprieves, buffs,
- 2 rebuffs, breves, semibreves, bluffs, tiffs, troughs, retrieves,
- 3 Treves, mastiffs, caitiffs, motives, operatives, natives,
- 4 incentives, epitaphs, sedatives, dives, Khedive's, chiefs,
- 5 neckerchiefs, cliffs, Wycliffe's, archives, graves, engraves,
- 6 Musgrave's, digraphs, autographs, chronographs, raves,
- 7 bereaves, tariffs, derives, carves, scarves, serves, preserves,
- 8 observes, deserves, reserves, swerves, sHERiffs, waifs,
- 9 fish-wives, ale-wives, hives, heavens, huffs, fisticuffs,
- 10 dye-stuffs, distaffs.

(c) MEDIAL HOOK *n*, AND CIRCLE *s*.

Hook *n* and circle *s*, when used medially, must both be shown.

- 1 caravansary, lancer, balancer, silencer, lonesome,
- 2 lonesomeness, winsome, ransom, ransomer, ransomless,
- 3 ransoming, hansom, Stevenson, even-song.

(d) MEDIAL STROKE *f*, *v*, OR *n*, AND CIRCLE *s*.

The stroke *f*, *v*, or *n*, followed by the circle *s*, must be written in the following and similar words :—

- 1 sponsaL, profusely, revisit, transit, travesty, dynasty,
- 2 dishonesty, densely, diffusive, divisible, chancery, chanceL,
- 3 Johnson, cancer, cancerous, cavesson, offensive, fencer,
- 4 fenceLess, vivacity, thenceforth, Spencer, sacrificing,
- 5 immensity, immensely, manifesto, lancet, refusaL, revising,
- 6 rancid, ransack, renounced,

(e) THE LIGHT SOUND OF *-ence*, ETC., AFTER A CURVED LETTER.

Except in the case of *l* preceded by another consonant (see par. a) the stroke *n* and circle *s* must be employed to express the light sound of *-ence*, etc., immediately following a curved letter, as in the following words :—

- 1 fence, offence, France, affiance, flounce, evince, thence,
- 2 essence, science, usance, manse, romance, immense, mince,
- 3 nonce, Nance, announce, pronounce, denounce, renounce,
- 4 lance, allowance, alliance, assonance, eminence, imminence,
- 5 dissonance, resonance, mensurable, invincible, lanciform,
- 6 romancing, vincible, fencing, fencible, flouncing.

(f) *nces*, *nst*, OR *nstr* FOLLOWING A CURVED CONSONANT.

The stroke *n*, with the large circle or the loop, must be used when these combinations follow a curved consonant, as in the following words :—

- 1 fences, offences, flounces, France's, affiances, evinces,
- 2 essences, sciences, minces, romances, announces, pro-
- 3 nounces, denounces, renounces, lances, allowances,
- 4 alliances, eminences, fenced, affianced, flounced, evinced,
- 5 minced, romanced, announced, pronounced, denounced,
- 6 renounced, minister, minster, minsters, monsters,
- 7 Axminster, Munster.

EXERCISE 75.

Circles and Loops added to Final Hooks (continued)

In this Exercise, and in Exercises 76 to 79 inclusive, groups of final consonants which may be combined in a circle or loop, are printed in *italic*. The hyphen preceding *s* or *c* indicates that the circle *s* is to be written inside the hook for the preceding *n*, *f*, or *v*. Write upward *r* for *Rome*, *Roman*, and *Romance*.

1. *The signs of the residence of the Roman-s in Britain still remain through the vigilan-ce and prudence of the authorities, though the maintenance of them is a cause of expense.*
2. *The endurance of these Roman remain-s, in defiance of time,*

prove-s *the excellen-ce of the plan followed by the Roman-s in laying the line-s for the edifices they reared.* 3. Artists of eminence *have often been entranced at the appearance of the remain-s, and have pronounced them admirable specimen-s of honest and skilful labour.* 4. *The Romance tongues were spoken in those places which were at one time provinces of Rome.* 5. *The romances which have entranced, and possibly unbalanced so many youths, are based upon the marvellous and fictitious.* 6. *The patience, the sufferings, the grievances, of the lone-some princess; the bravery, the chivalry, and the endurance of the prince; the timely appearances of the lovely fairy; the malevolen-ce of the ugly monster in charge of the prison cave-s; the suspense of the relative-s of the princess; the rescue; the return in triumph; the bright lances of the men, and the pretty dresses of the maidens at the prince's wedding—these and such like recitals have given hours of brightness to many a man who now frown-s or scoff-s should his own boy evince a desire to read similar tales.* 7. *The first authors of these stories wrote in the Romance tongues; hence the name "romances" which is given to them.* 8. *In olden times men took off their iron glove-s for the avoidance of any appearance of offence or violen-ce, and to show there was no necessity for extra prudence and vigilan-ce for fear of sudden attack.* 9. *It is even now customary to remove one's glove-s in the presence of royalty, as an assurance of honest allegiance and loyalty.* 10. *To bite one's glove in silen-ce was at one time taken as expressive of defiance and a desire for vengeance.* 11. "Glove money" mean-s a bribe. 12. *It was once the custom to give a pair of glove-s to anyone who advanced a cause for one.* 13. *By degrees it became the rule to place coins inside the glove-s, and hence the meaning of the phrase "Glove Money."* (360)

EXERCISE 76.

Circles and Loops added to Final Hooks (continued)

See Note at the head of Exercise 75.

1. *He who refrain-s from indulgence in wines and all strong*

drinks gains in substance and in the favour of his neighbours. 2. The avoidance of such beverages evinces prudence and a preference for better things. 3. The total abstainer has seldom to seek monetary assistance; but the man whose indulgence has been followed by imprudence and negligence has often to trouble his relative-s in this way, and they make no endeavour to hide an appearance of reluctance in their response to his appeals. 4. He may protest his penitence, and announce his firm resolve to exercise more vigilance over his tastes; but they receive his promises in chill silence, or they look upon them as so much mere pretence and show. 5. The miserable man has to swallow in silence the arrogance, the rebuff-s, and the scoff-s of those whose assistance he solicits. 6. Better offer a stout resistance in the beginning than fall to such a state of misery. 7. Refuse admittance to the first glass and victory is won. (165)

EXERCISE 77.

Circles and Loops added to Final Hooks (continued).

See Note at the head of Exercise 75.

1. The business books of those who have a preference for a style which is far above their mean-s are likely to show a balance on the wrong side at the day of reckoning. 2. Few men ever attain eminence in business unless they exercise prudence and vigilance in their expenses. 3. He who strives to save at least a share of his allowance may hope to be some day a man of mean-s. 4. Imprudence and improvidence often lead to negligence and decadence. 5. Many have fallen into evil from a desire to keep up appearances. 6. Better have a plain dress which you can pay for than a fine one which brings you into debt. 7. An undue fancy for satins and flounces has brought many a lady to penury. 8. Many have lost chances of success in life sooner than renounce their love of display. 9. Excellence in study can only be won by the exercise of patience. 10. Show me a man's books, and I'll

soon describe *him to you*. 11. *A lover of books is seldom lone-some and seldom craves for society*. 12. *He prefers to place his reliance on the authors who have given him profit through their pages*. 13. *Hence, he shuns the noisy thoroughfares of a city, and passes hours in the silence of his library among the books he loves*. 14. *And who shall blame him for his avoidance of scenes in which he sees so much arrogance and pretence of wisdom?* 15. *He can trust his books implicitly; but he is unable to say how far he can trust those who discuss his and other people's grievances or fancies*. 16. *Once a man takes to the study of the sciences he has scarcely any taste for dances or parties, which he pronounces a mere nuisance and a sheer waste of time*. (295)

EXERCISE 78.

Circles and Loops added to Final Hooks (continued).

See Note at the head of Exercise 75.

MESSRS. Jones and Grove-s.

Dear Sirs,—We are in receipt of yours of the 5th, and in response to your appeal we are enclosing you a supply of ladies' glove-s, fancy fan-s, chains, screens, etc., and we hope they may have a ready sale at your bazaar. The balance of the debt you seek to clear off is but small, and we shall be pleased to learn you have been successful in your endeavours. Yours faithfully, Evan-s and France. (79)

EXERCISE 79.

Circles and Loops added to Final Hooks (concluded).

See Note at the head of Exercise 75.

Mr. Ralph Clough.

Dear Sir,—We enclose cheque for £50 10s. 6d. balance due for the bronzes, as per your invoice of the 18th July. We are

pleased to say *these bronzes are selling easily, and are pronounced by our customers rare value for the money. Everyone talks of the excellen-ce of the designs ; but strange to say, most of the buyers evince a preference for the tall ones. They seem to have a better appearance than the others ; but this, we suppose, is mere fancy. We shall be pleased to see your Mr. John Clough on the 25th of August, as advised. Please own receipt of cheque by return and oblige* Yours truly,
Fenton and Sons. (122)

EXERCISE 80.

The -tion Hook.

The -tion hook should be employed for the combinations of letters printed in italic.

(a) -tion HOOK ADDED TO A CURVE :—

- 1 fusion, effusion, infusion, suffusion, profusion, fashion,
- 2 fashions, afflation, vision, provisions, revision, divisions,
- 3 privation, devotion, excavation, aggravation, starvation,
- 4 invasion, innovations, elevation, renovation, session,
- 5 sessions, mission, submission, admission, commissions,
- 6 remission, motion, emotions, cremation, approximation,
- 7 decimation, intimation, animation, nation, pension,
- 8 pensions, tension, attentions, abstention, retention,
- 9 extension, dissensions, distension, inattention, examination,
- 10 examinations, recrimination, incrimination, destination,
- 11 procrastination, vaccination, mentions, mansions, dimen-
- 12 sion, ammunition, diminution, veneration, abomina-
- 13 tions, lotion, elation, appellation, repulsion, expulsions,
- 14 stipulations, manipulation, ebullitions, ablution, adulation,
- 15 dilation, collisions, collusion, expostulation, Galatians,
- 16 falchion, revulsion, revelation, revolutions, solution,
- 17 desolation, vacillation, distillation, emulation, emulsions,
- 18 relations, oration, declarations, erosion.

(b) -tion HOOK ADDED TO A SIMPLE STRAIGHT STROKE.

Write the -tion hook on the side opposite to the last vowel.

- 1 passion, potions, apparition, operations, portions, adoption,

- 2 Persians, aberration, torsion, extortion, distortion,
- 3 iteration, tertian, abstersion, saturation, restoration,
- 4 libations, duration, derision, induration, enumeration,
- 5 agglomeration, prorogation, occupations, coercion, corrosion,
- 6 immersion, action, actions, cautions, cushion, precaution,
- 7 implication, application, predication, prediction, duplica-
- 8 tions, embrocation, traction, extraction, extrication,
- 9 infraction, infliction, subtraction, malediction, benediction,
- 10 diction, education, eradication, reductions, erections,
- 11 ructions, inaction, investigation, Goschen, castigation,
- 12 negation, abnegation, obligation, instigation, litigation,
- 13 allegations, rogation, elongation, rations, lubrication,
- 14 exploration, peroration, decoction, coaction.

(c) *-tion* HOOK ADDED TO AN INITIALLY HOOKED OR CIRCLED STRAIGHT STROKE.

Write the *-tion* hook on the opposite side to the initial hook or circle.

- 1 Prussian, oppression, separations, expression, depression,
- 2 impressions, emancipation, anticipations, participation,
- 3 deceptions, exception, inception, receptions, depletion,
- 4 abrasion, celebrations, liberation, vibration, station,
- 5 attestation, excitation, crustacean, incrustation, visitation,
- 6 devastation, citation, citations, molestation, felicitation,
- 7 recitation, hesitation, attrition, nutrition, obtrusion,
- 8 intrusions, penetration, alterations, prostration, electrician,
- 9 illustrations, section, bisection, dissections, trisection,
- 10 vivisection, exaction, exactions, transactions, prosecutions,
- 11 discussion, accretion, secretion, desecration, discretion,
- 12 Grecians, emigration, migration, digression, progression,
- 13 retrogression, desertion, exertions, commiseration, laceration,
- 14 tion, exasperation, ulceration, insertion, mensuration-
- 15 inclusion, exclusion, preclusion, suasion, sedition, exudation,

(d) *-tion* FOLLOWING *fk*, *vk*, *vg*, OR *thk*.

Write the *-tion* hook on the under side of *k* or *g*.

- 1 faction, fictions, affection, affliction, fluxion, effluxion,

- 2 pacification, purification, putrefaction, specification, bene-
- 3 faction, edification, suffocation, infection, ramifications,
- 4 vacation, invocation, revocation, amplification, ossification,
- 5 verification, versification, jollification, justification, testifica-
- 6 tion, calefaction, refection, vilification, mollification,
- 7 exemplification, navigation, hypothecation.

(e) *-tion* FOLLOWING UPWARD *l* AND *k*, OR UPWARD *l* AND *g*.

Write the *-tion* hook on the upper side of *k* or *g*.

- 1 location, dislocation, bilocation, collocation, selections,
- 2 legation, relegation.

(f) *-tion* HOOK ADDED TO SIMPLE *t*, *d*, OR *j*.

Write the *-tion* hook on the right side.

- 1 optician, petition, partition, refutations, repetition, deputa-
- 2 tion, disputation, adaptation, exportation, agitation,
- 3 cogitation, excogitation, imitation, mutation, notation,
- 4 sanitation, presentations, incantations, plantation, dentition,
- 5 dictation, invitations, tactician, dilatation, exultation,
- 6 natation, rotation, irritation, additions, gradation, emenda-
- 7 tion, laudation, erudition, perdition, rendition, denudation,
- 8 cementation, decantation, denotation, flotation, salutations,
- 9 exaltation, dissertations.

(g) *-tion* HOOK FOLLOWING CIRCLE *s* OR *ns*.

Express *-tion* by writing a small hook on the opposite side of the stroke to which the circle *s* or *ns* is attached.

- 1 possession, positions, depositions, preposition, propositions,
- 2 precision, processions, supposition, opposition, disposse-
- 3 ssion, dispositions, indisposition, exposition, introcession,
- 4 transition, dispensations, decision, indecision, decisions,
- 5 accession, accusations, succession, physician, relaxation,
- 6 physicians, annexation, vexation, taxation, authorization,
- 7 polarization, cauterization, cessation, musician, musicians,
- 8 anatomization, incision, incisions, sensations, pulsations,
- 9 crystallization, evangelization, recision, recession, im-
- 10 provisiation, canonization.

(h) *-tion* HOOK USED MEDIALY :—

- 1 provisional, visionary, revisionary, devotional, sessional,
- 2 missionaries, commissionaire, national, pensioner, revolu-
- 3 tionary, passionately, parishioner, extortionate, actionable,
- 4 precautionary, cautioner, dictionary, educational, rational,
- 5 exceptional, sectional, executioner, discretionary, affec-
- 6 tionate, petitioner, processional, prepositional, positional,
- 7 suppositional, oppositional, transitional, sensational,
- 8 recessional, successional.

(i) WRITE *sh* AND HOOK *n* WHEN *-tion* IS IMMEDIATELY
PRECEDED BY TWO VOWEL SIGNS :—

- 1 (downward SH) tuition, intuition, situation, fruition,
- 2 accentuation; (upward SH) valuation, extenuation,
- 3 superannuation, striation, insinuation.

EXERCISE 81.

The *-tion* Hook (continued).

See Note at the head of Exercise 80.

1. *The best tacticians must exercise discretion and penetration in the admission of obstacles which they see are above the strength of their forces.* 2. *An officer may display resolution in falling back as in advancing.* 3. *If vexation and passion get the better of caution defeat and even annihilation may follow.* 4. *To decline a useless operation, or to retire from a false position at the right time is no manifestation of trepidation, but evinces the possession of an admirable prudence.* 5. *Some people may indulge in execration at the execution of a manœuvre in any way resembling a retrogression; but those whose education and profession entitle them to an expression of their views, know such an evolution may be the salvation of the force and may lead to an early success.* 6. *An officer's private inclinations have no share in the production of his hesitation to engage; otherwise we should have fewer instances of refusal to go into action, and more stories of defeat.* 7. *No, it is an officer's mission to save his men, even*

though *he may have to face an accusation of indecision, or an implication of fear.* 8. *We, who know the traditions of our officers and men, know how such an insinuation may be dismissed as a baseless supposition.* 9. *A sensational victory may be won by prudence and caution as by desperation and dash.* 10. *Those who are ready to laugh in exultation at the news of a victory seldom trouble to ask how it was won.* 11. *There may be more glory in the prevention of heavy loss to one's own men, than in the infliction of a severe castigation on the forces of the enemy.* (274)

EXERCISE 82.

The -tion Hook (continued).

See Note at the head of Exercise 80.

1. *The prevention of evil is better than an operation for its cure.* 2. *The repression of an expression or manifestation of feeling may save a prosecution for libel.* 3. *The adoption of an air of affectation adds to no man's reputation.* 4. *Relaxation is necessary to everyone in every situation or station.* 5. *The possession of books by no means implies the possession of education.* 6. *A man may possess a rare violin and be no musician.* 7. *He who by instigation causes a crime is guilty of the crime, and deserves castigation.* 8. *Take occasion to better yourself ere you try to better the nation.* 9. *Unless you carry your resolution into action, you are but a visionary, and your decisions are of no avail.* 10. *The authorization of a rowdy procession may be followed by vexation, exasperation, and friction.* 11. *Restriction of such processions is the duty of those who rule the nation.* 12. *It is no exaggeration to say we learn more in the preparation of a lesson than an outsider has any notion of.* 13. *Abstention from class, unless we have justification for it, is unfair to the teacher.* 14. *Some abstentions are due to an unworthy desire for jollification and diversion.* (193)

EXERCISE 83.**The -tion Hook** (continued).

See Note at the head of Exercise 80.

1. *An investigation of a dictionary proves the limitations of his vocabulary to the best of us.* 2. *Such a study is also likely to produce in us caution and precision in the use of everyday expressions.* 3. *An exceptional choice of phrases is useful to the business man and to the electioneer.* 4. *It may save both from an actionable speech.* 5. *Some speakers use, as it were by intuition, just the phrase suitable for the occasion ; others, whose list of optional phrases is poor, have trouble in choosing the right expression.* 6. *We mean no aspersion or insinuation of prevarication against these people ; but they make very poor rhetoricians, and their orations suffer from their poverty of diction.* 7. *A speaker's hesitation, if of long duration, is likely to arouse the derision of a portion of the listeners, or to cause an annoying expression of commiseration which may upset the orator.* 8. *Everyone knows how readily the production of an apposite illustration in the refutation of a charge by the opposite faction at once raises a feeling of admiration and exultation in a gathering of people, and often enough disposes of any opposition.* 9. *The infection of this feeling is known to all who ever share in an agitation.* 10. *But a speaker must exercise discretion, for an accumulation of examples in his explanation may lead to a frustration of his purpose.* 11. *He should also take care how he indulges in digressions.* 12. *A lengthy explanation of side issues keeps his listeners in a state of tension, and they lose their grip of the discussion.* 13. *The inclusion of any topic which has no relation to the discussion or resolution is rightly looked upon as an intrusion, and causes a poor impression of a speaker's ability.* 14. *Nicety of vocalization, accuracy in expression, and readiness of adaptation are very necessary weapons in a speaker's armoury.* (304)

EXERCISE 84.

The -tion Hook (continued).

See Note at the head of Exercise 80.

1. *The exercise of discretion in the formation, adoption, and retention of some plan of study at the beginning of every session is likely to assist in the prevention of digression, procrastination, and, possibly, stagnation in our endeavours at progression in the situation, profession, or avocation we have chosen.* 2. *It is easy to make a resolution or to form a decision to observe precision in the distribution or allocation of our time ; but unless the proposition is carried into action it is worse than useless, for it only leads to agitation and irritation at the frustration of our anticipations.* 3. *There is an aggravation of this feeling of exasperation or vexation if the failure to carry our resolution into execution is but one of a procession of similar failures, since this proves our exceptional readiness in forming resolutions which are as readily broken.* 4. *Reflection on this miserable facility shows no justification for it, nor can we urge a single reason in extenuation of it.* 5. *If, then, an examination of our line of action discovers in us a disposition to undue relaxation, we should offer a strong opposition to the inclination, otherwise we may have degradation in place of exultation, and depression in place of elation.* 6. *Rational men observe caution and penetration in the formation and declaration of resolutions ; but once they make a decision scarcely any opposition or attraction can force them to an alteration or reversion of it.* 7. *It is the man of many resolutions who seeks a dispensation from his promise, and a retraction of his decision.* 8. *The expression of an unjustifiable suspicion has caused the loss of many an honorable reputation.* 9. *The elaboration and exaggeration of a simple action ; the accentuation or suppression of a mere syllable ; an occasional elevation of the eyebrows ; an insinuation in the guise of a remark expressing admiration—any one of these may be a means of aspersion strong enough to wreck the honest aspirations of a worthy man*

and damage *his position* past reparation. 10. *More mischief may be done by implication than by outspoken detraction or accusations.* (344)

EXERCISE 85.

The -tion Hook (continued).

See Note at the head of Exercise 80.

MESSRS. BRIGHT BROS.

Dear Sirs,—Referring to yours of the 6th, we have no notion of selling our invention for the renovation of Russian leather. The preparation is produced by machinery of our own erection in our own factory, and we can rely upon the discretion of our men to keep out those who desire to make undesirable investigations. Your expressions and implications are mere exaggerations, of which it is unnecessary to offer any refutation. We have no anticipations of trouble in our business relations. Yours faithfully, Goschen and shine. (90)

EXERCISE 86.

The -tion Hook (concluded).

See note at the head of Exercise 80.

Mr. Henry Brown.

Dear Sir,—We regret to learn the decision of the federation in the case of Mr. Driver. The supposition as to the cause of the opposition is wrong, and Mr. Steele's remarks are likely to produce vexation and to make the situation even worse than it is. Such insinuations can only cause bitterness and exasperation of feeling. Besides, they may easily turn out to be actionable. In this exceptional trouble we can only advise patience, precision of speech, and a due observance of the stipulations of the authorities. Manifestations of annoyance, and the distortion of facts may lead to the disruption of the party. Yours faithfully, Kingston and Foster. (112)

EXERCISE 87.

Additional Double Consonants.

The double consonants should be employed to represent the letters printed in *italic*.

(a) THE DOUBLE CONSONANTS *kw*, *gw* :—

- 1 *quack*, *quackery*, *quick*, *quicksilver*, *quadrille*, *quadruple*,
- 2 *quaff*, *quaffer*, *quagmire*, *quail*, *Quaker*, *qualms*, *query*,
- 3 *quarrel*, *quarrelsome*, *quarried*, *quarter*, *quarto*, *quaver*,
- 4 *queen*, *queenly*, *quench*, *quest*, *quibble*, *quibbler*, *quicken*,
- 5 *quickening*, *quickness*, *Quixote*, *quixotic*, *quiet*, *quietly*,
- 6 *quieter*, *quietus*, *equinox*, *quittance*, *quizzical*, *quorum*, *quota*,
- 7 *quotation*, *quoth*, *bequest*, *bequeath*, *ubiquitous*, *ubiquity*,
- 8 *obliquity*, *De Quincey*, *vanquish*, *squeeze*, *square*, *squeal*,
- 9 *squire*, *squash*, *squatter*, *squeaked*, *sequester*, *squirm*,
- 10 *squeamish*, *sequin*, *soliloquy*, *marquis*, *marquisate*, *inquire*,
- 11 *inquiry*, *inquisitive*, *inquisitor*, *inquisitional*, *inquest*,
- 12 *liquid*, *liquefy*, *liquefaction*, *liquidize*, *liquidation*, *require*,
- 13 *requisition*, *requests*, *requisitions*, *requital*, *requirable*,
- 14 *disquiet*, *disquisition*, *guava*, *Guelf*, *Guatemala*, *Guiana*,
- 15 *Guinevere*, *Paraguay*, *Uruguay*, *lingual*, *linguiform*,
- 16 *linguistic*, *linguist*, *linguistical*, *linguor*, *ungual*, *anguin*,
- 17 *penguin*, *sanguine*, *sanguinary*, *sanguify*, *Maguire*.

(b) THE DOUBLE CONSONANTS *wl*, *whl* :—

- 1 *wale*, *waled*, *walled*, *waller*, *wall-eye*, *wall-eyed*, *wall-*
- 2 *flower*, *wallow*, *wall-paper*, *walrus*, *weld*, *welding*, *welfare*,
- 3 *welkin*, *well-dressed*, *well-known*, *well-nigh*, *Welsh*,
- 4 *Wolshman*, *wildest*, *wile*, *wilful*, *wilily*, *wiliness*, *willow*,
- 5 *willing*, *willingly*, *willingness*, *wool*, *woolcomber*,
- 6 *woolliness*, *woolsack*, *weal*, *unwell*, *unwilling*, *Stockwell*,
- 7 *Brockwell*, *Dingwall*, *unwieldy*, *welcomer*, *wealthy*, *whilst*,
- 8 *whiled*, *whiling*, *whale*, *whalebone*, *whaler*, *whaling*, *wheel*,
- 9 *wheeling*, *wheelbarrow*, *wheeled*, *wheeler*, *whelp*, *whelming*,
- 10 *fly-wheel*, *cog-wheel*, *meanwhile*, *spinning-wheel*.

(c) THE DOUBLE CONSONANTS *lr*, *rr* :—

- 1 *scaler*, *sculler*, *scholar*, *secular*, *scowler*, *squalor*, *squaler*,

- 2 vesicular, valor, ovular, revealer, valvular, reviler, leveler,
- 3 caviler, kneeler, nailer, councillor, counsellor, chancellor,
- 4 insular, peninsular, railer, ruler, rulers, councillors, reelers,
- 5 dwellers, revilers, fuller, foilers, parer, sparer, pourer, borer,
- 6 bearer, attirer, retiree, tearer, adorer, jeerer, scorer, scourer,
- 7 fairer, firer, reverer, sorer, storer, starer, restorer, swearer
- 8 usurer, assurer, insurers, censurers, sharer, shearer, admirer,
- 9 implorer, explorer, snorers, sneerer, airer.

(d) THE DOUBLE CONSONANT *mp* OR *mb* :—

- 1 pump, pomp, Pompey, plump, bump, bamboo, bamboos,
- 2 bamboozle, Bombay, Timbuctoo, tramps, trumpet, trump-
- 3 eter, damp, dump, dumping, chump, champ, jump,
- 4 camp, scamp, scamper, clamber, cumber, clamp, clump,
- 5 campaign, gimp, grampus, vamp, vampire, thump, Sambo,
- 6 sampan, stamp, stampede, stumps, Simpole, shampoo,
- 7 shrimp, mumps, lamps, limber, lumber, slumber, romp,
- 8 rhombus, whimper, hamper, ambassador, ambassadress,
- 9 ambidexter, ambiguity, ambiguous, ambitious, ambition,
- 10 embalm, embalmer, embargo, embarrass, embattle, embed,
- 11 embezzle, embezzler, embolden, emboss, embower, imbibe,
- 12 imbiber, embitter, impair, impale, impanel, impartial,
- 13 impassion, impugning, impeach, impeccable, impel,
- 14 impenetrable, imperative, empire, emperor, impinge,
- 15 impose, imposition, impostor, impolitic, imputation,
- 16 impulse, impunity, impure, umpire, imp.

(e) THE DOUBLE CONSONANT *wh* :—

- 1 wharf, wharfage, wharfinger, wheaten, wheedle, whist,
- 2 whisk, whisker, wheeze, wheezy, where, nowhere, anywhere,
- 3 everywhere, whereas, whereat, whereby, wherefore, wherein,
- 4 wherever, wherry, whiffle, whig, whimper, whine, winny,
- 5 whipper, whirl, whirling, whiskey, whisper, whistle,
- 6 whistler, whizzing, whopper, whir, Whately.

(f) THE DOUBLE CONSONANT *mp*, *mb*, IS NOT USED WHEN
pr, *br*, *pl*, OR *bl* IMMEDIATELY FOLLOWS *m*.

In the following and similar words write the light letter *m* and the double consonant *pr*, *br*, *pl*, or *bl*.

- 1 em-*press*, im-*precation*, im-*precision*, im-*pregnable*,
- 2 im-*press*, im-*pression*, im-*pressible*, im-*pressing*, im-
- 3 *pressionable*, im-*pressive*, im-*prison*, im-*proper*, im-
- 4 *properly*, im-*propriety*, im-*prudence*, im-*provisé*, Am-*brose*,
- 5 em-*brace*, em-*bracing*, em-*brasure*, em-*brocation*, em-*broil*,
- 6 em-*broiling*, em-*brown*, im-*brue*, um-*bra*, um-*brage*,
- 7 um-*brella*, am-*ple*, am-*plify*, am-*ply*, am-*plifier*, am-
- 8 *plification*, em-*ploy*, em-*ployer*, im-*placable*, im-*plication*,
- 9 im-*plausible*, im-*plicative*, im-*plicit*, im-*pliedly*, im-*plore*,
- 10 im-*ploration*, im-*plorer*, im-*ply*, am-*ble*, am-*bler*, em-*blaze*,
- 11 em-*blazon*, em-*blem*, em-*blematize*, pim-*ple*, bum-*ble*,
- 12 bram-*ble*, tram-*ple*, trem-*ble*, dim-*ple*, jum-*ble*, gam-*ble*,
- 13 fum-*ble*, thim-*ble*, sim-*ple*, sim-*plicity*, sim-*pler*, sam-*ple*,
- 14 sam-*pler*, cym-*bal*, stum-*ble*, scram-*ble*, crum-*ple*, crum-*ble*,
- 15 crim-*ple*, sham-*bles*, mum-*ble*, nim-*ble*, ram-*bler*, rum-*ble*.

(g) THE DOUBLE CONSONANTS *lr*, *rr*, ARE NOT USED IN WORDS THAT END IN *ry*.

Write upward *r* at the end of the following and similar words.

- 1 scullery, valorous, axillary, chancellory, raillery, cajolery,
- 2 foolery, drollery, orrery.

(h) THE DOUBLE CONSONANT *lr* IS NOT USED AFTER THOSE LETTERS WHICH WOULD BE FOLLOWED BY UPWARD *l*.

To add the syllable *or*, *er*, or *ar*, therefore, to an upward *l*, write the downward *r*, as in the following words:—

- 1 pallor, paler, spiller, peeler, polar, bowler, boiler, taller,
- 2 tiller, tailor, tiler, toiler, duller, jailer, color, killer,
- 3 beguiler, growler, prowler, broiler, trailer, trawler,
- 4 stroller, drawler, driller, cajoler, collar, cooler, crawler,
- 5 scrawler, despoiler, scapular, popular, similar, molar,
- 6 miller, smiler, cellular, wrestler, hustler, puzzler, bustler,
- 7 ocular, ocularly.

EXERCISE 88.

Additional Double Consonants (continued).

In this Exercise, and in Exercises 89 to 92 inclusive, the Double Consonants should be employed (in words other than grammalogues or contractions) to represent the letters printed in *italic*.

1. Some men *will whine and whimper* for sympathy in their troubles, *while* others *whistle* away their cares and decline to allow any worries to disturb their equanimity OR embarrass them in any other way. 2. Those men *will go anywhere* to escape annoyance. 3. *Should* trouble approach them they *quail* at the mere sight of it, and do their utmost to induce others to be sharers of their sorrows; whereas these fellows are almost ambitious enough to go in quest of trouble, so they may vanquish it. 4. They like to show the tremblers how easy it is to master trouble if only we employ the right means and show a brave face to the foe. 5. Nor are their expressions of impatience at grumblers and cavillers so much mere bombast. 6. Men of strong will and joyous dispositions are simply unable to feel very much sympathy for the timorous man who falls into the dumps on the first approach of opposition. 7. They look upon such a display as a sign of imbecility OR cowardice, and so far from posing as sympathisers they are oftener sneerers at the tears of their less hardy neighbours. 8. They know their own valour well, and they are scarcely impartial enough to enquire into the failings of nervous people. 9. Hence the easy, careless man makes but a poor counsellor in times of distress. 10. He is seldom an inspirer of action to his poorer fellows, but will smilingly advise them in their troubles to "take it quietly meanwhile, and it will be all right ere long." 11. This counsel is all very well on some occasions; but there are cases which require vigorous and quick action, and this is well-nigh past the power of the easy man. 12. The best plan is to do all we can to conquer the worries which all of us, wealthy as well as poor, have to face, and to rely more on our own labours than upon the sympathy of others. 13. Mental OR bodily pain is best borne in silence.

EXERCISE 89.

Additional Double Consonants (continued).

See Note at the head of Exercise 88.

1. *The quiet steady scholar will advance more quickly than the loquacious fellow who trusts to his quickness to squeeze through the examination, and, meanwhile, whiles away his time in foolish diversions.* 2. *He who is ambitious of success should know the road to failure ; and it may be well to add, no man sees the clearer by swallowing champagne.* 3. *The imbibor of the liquid may admire its sparkle ; but the less it is brought into requisition the better will it be for him.* 4. *Mere bombast may impose upon us for a time ; but it seldom lasts long, and it often receives its quietus from a simple fellow who appears almost an imbecile.* 5. *Wherefore we advise you, wherever you may be, to be cautious whereof you talk, and to be modest in assertions wherein you may be wrong, and whereby you may be embarrassed.* 6. *The smiles of the sneerer are more galling than the frowns of the censurer.* (156)

EXERCISE 90.

Additional Double Consonants (continued).

See Note at the head of Exercise 88.

1. *Try to acquire an impartial manner in your business dealings.* 2. *Impatience in an enquiry may only embitter your feelings to no useful purpose.* 3. *He who can vanquish his inclination to ill humour will make a wise councillor.* 4. *We should have more profitable discussions if men were better able to impose silence upon their tongues in cases of necessity.* 5. *Far more quarrels have been caused by foolish talk than by quietness ; and so I advise you to be a willing listener in preference to being a glib talker.* 6. *Many precious hours are whiled away in senseless gossip.* 7. *It is possible to express sympathy as well by actions as by spoken declarations.* 8. *It is useless to weep and wail in times of trouble.* 9. *It is better to bestir yourself, and endeavour to conquer it.*

10. Men of wealth should seek to advance the welfare of their poorer neighbours ; for riches bring duties as well as leisure. 11. Temporary failure should but urge us to stronger exertion. 12. Beware of the man who seeks to impose upon others by bombast and the display of wealth ; the richest men are the quietest in appearance. 13. A man may wear many rings, but have no money at the bankers. 14. Take care how you embark upon schemes which promise a very quick increase in your income. 15. If you wilfully run into a foolish scheme, you may have to limp out again. 16. The fuller the head, the quieter the tongue will be. (241)

EXERCISE 91.

Additional Double Consonants (continued).

See Note at the head of Exercise 88.

Messrs. Wheeler and Whately.

Dear Sirs,—Referring to your inquiry of the 4th, business in this city is very quiet, and very high quotations are the rule. There seems to be no chance of the quarrel being amicably disposed of. Masters say the spinners' requisitions are unreasonable, and they dislike the notion of being squeezed unfairly. Then the spinners impute unworthy designs in reference to the employers ; and so the quarrel goes on. It is very embarrassing to us all, and one has trouble in assuming an impartial air. I can only say we are all likely to be much poorer for this trouble. There is a whisper to-day of a gathering of labour leaders on Friday ; but the rumour lacks verification, and I fear it is untrue. Yours truly, John Fowler. (132)

EXERCISE 92.

Additional Double Consonants (concluded).

See Note at the head of Exercise 88.

Mr. Peter Wallace.

Dear Sir,—Your requisition for books, roller maps, stamps, etc., shall receive early attention. I am well-nigh out of

stock of some of the books you require, but I shall get them in as quickly as possible. I regret to say I have no more copies of the scholar's paper you ask for. Will you please make your requisitions clearer? It is troublesome to decipher some of them. Yours faithfully, Am-brose Miller. (76)

EXERCISE 93.

Contractions.

{ especial-ly, } essential-ly, 7 govern-ed-ment,
 — magazine, S subscribe, S subscription, S satisfactory,
 S unsatisfactory, ^ reform-ed, ^ reformation,
 ^ reformer, ^ reverend, v perform-ed,
 v performance, v performer, L temperance,
 & thankful, 2 whatever, \ whenever.

Dear Sir,—May I request you to pay your subscription to the society? The first performance takes place on the 4th, and if your share in it is to be satisfactory it is essential you should do whatever the manager requires you to do. It is especially necessary for you to govern your inclination to speak so loudly and so fast. The government of the tongue is more troublesome than it seems, as some of our best actors and performers know. Still, reformation will follow in your case if you will only do as I ask you, and whenever you feel your speech increasing in speed or loudness, pull yourself up. You will perform ever so much better, and you will be thankful for my advice. Yes, I am a reformer in this respect, and I am proud of my success. I was very pleased to notice how the reverend preacher in the local chapel yesterday governed his voice. I think he performed his duty in a very satisfactory manner, and everyone was pleased. He has clearly reformed and is now altogether free from the unsatisfactory drone which

was so noticeable the last time he came. Many speakers affect a drawl in their speech, especially those who address temperance gatherings in the open air and who suffer from a lack of training. I have an especial aversion to this style, and I should be willing to subscribe to any magazine which aims at the reformation of those speakers who are subject to the failing. It is essentially wrong, and reform is by no means easy once the style has taken deep root in a speaker. For this reason, I ask you to check the inclination should you notice it in yourself, or you can scarcely hope to achieve success as a public speaker or actor. I trust you will do well on the 4th, and I hope the performance will be a success in every respect. Yours truly, (328)

EXERCISE 94.

The Aspirate.

(a) DOWNWARD STROKE *h* USED INITIALLY :—

- 1 hack, hackney, hag, haggis, haggish, hake, hock, hectare,
- 2 hawk, hawk-eyed, hawser, haymaker, haymow, hayrick,
- 3 haystack, hiccup, hey, heyday, hazardous, hectorism,
- 4 heigh-ho, hue, hewer, hexagon, hexagonal, high, higher,
- 5 highly, highness, high-born, high-flown, high-flyer,
- 6 highroad, highway, hoax, hoaxed, hoaxing, huckster,
- 7 hockey, hocus, hocus-pocus, hog, hoggish, hoggishly,
- 8 hooky, hookah, hooks, huckaback, Huguenot, O'Hare,
- 9 Ohio, ahem, ahoy, aha, ahull.

(b) DOWNWARD STROKE *h* USED MEDIALY AND FINALLY :—

- 1 Bahama, Abraham, Jehoiakim, cohere, coherence,
- 2 coherency, incoherency, cohesion, cohesive, Soho, Sahara,
- 3 Soham, mahogany, Mohawk, tomahawk, Omaha, Mohican,
- 4 mohair, mohur, Mayhew, mayhem, unhook, Nihilist,
- 5 nihilistic, nihility, nihilism, anhelation, anhydrous,
- 6 annihilation, nohow, anyhow, Nahum, tally-ho, Lahore,
- 7 Elihu, Lehigh, Walhalla, all-hail, All-hallows, ale-hoof,
- 8 Elohim, elohist, elohistic, billhook, gehenna, rough-hew,
- 9 rough-hewn.

(c) UPWARD STROKE *h* USED INITIALLY :—

- 1 habitation, hawker, hackle, haddock, haggie, haggler,
- 2 hairy, hairiness, hammer, hang, hanger, hangeron,
- 3 hanker, hanse, hamper, hap, hapless, harangue, harass,
- 4 harassing, hardy, haricot, hurry, hurricane, hasp, hassock,
- 5 hatchel, hatches, hatchway, haughty, haughtily, haunch,
- 6 hautboy, haven, havoc, hooker, hawse, hawthorn, hazel,
- 7 headache, heading, headmaster, headquarters, headstone,
- 8 headstrong, heap, hearth, hearthstone, heath, heathen,
- 9 heathenish, heaves, heaven, heavily, hedge, hedgerow,
- 10 heedful, heedless, heifer, heinous, heinously, hence,
- 11 henchman, heredity, heretic, heretical, heron, hero, herring,
- 12 hesitation, hesitancy, hesper, hewed, hotel, hiatus, hidden,
- 13 hide, hieroglyphic, higgler, hinge, hippodrome, hoary,
- 14 hobble, hobbling, hoed, hone, honey, honeymoon, hood,
- 15 hopeful, hopeless, hopper, horizon, horoscope, horrid,
- 16 horrify, hosanna, hospice, hostel, hotter, hottest, house,
- 17 housebreaker, houseless, housing, hovel, hover, howitzer,
- 18 huckleberry, huddle, hudibrastic, huff, hugely, humeral,
- 19 hung, hunger, hungrily, hunks, hurdle, hush, husky, hussar,
- 20 hustle, hyacinth, hyena, hyphen, hypnotism, hypocrisy,
- 21 hypothesis, hyson, hysteric, hysterically, ahead, O'Hara,
- 22 whoop, whooping-cough, hallucination, hallucinatory.

(d) UPWARD STROKE *h* USED MEDIALY AND FINALLY :

- 1 upheave, upheaval, Spahi, playhouse, prohibition,
- 2 prohibitive, abhor, abhorred, abhorrence, abhorrency,
- 3 abhorring, abhorrer, brewhouse, behest, behalf, behave,
- 4 behead, beholden, behoof, boyhood, babyhood, Tahiti,
- 5 out-Herod, outhouse, gatehouse, boat-house, Woodhouse,
- 6 clubhouse, taphouse, Tehee, adhere, adhered, adherence,
- 7 adherer, adhering, adhesion, adhesive, Idaho, dehiscence,
- 8 dehortation, Jehovah, Jehovahist, Jehu, coffee-house,
- 9 overhang, overhaul, overhauling, enhance, enhanced,
- 10 unheeding, unhinge, unhitch, unholy, unholiness, un-
- 11 hallowed, foolhardy, foolhardiness, rehash, rehear, reheard,

- 12 rehearing, rehearse, rehearsal, Wahabee, Wahoo, poorhouse,
 13 warehouse, warehoused, warehousemen, weigh-house,
 14 yahoo, Badajos, disinherit, disinheritance, downhaul,
 15 dyehouse.

(e) TICK *h* USED INITIALLY ONLY :—

- 1 hasten, hastener, hasty, hastive, hiss, hissing, hissingly,
 2 hose, hussy, huzza, huzzaing, haze, hazy, hazing, haziness,
 3 ham, hame, Hamilton, hammock, hamous, hamstring,
 4 hem, hemitrope, hemlock, hemming, Hemingway,
 5 hemorrhage, hemorrhoids, hemp, hempen, hemstitch,
 6 Himalaya, Himalayan, home, homely, homeless, homesick,
 7 homespun, homeside, homicidal, homily, homilist,
 8 homiletic, homing, hominy, homage, homogeny, homonym,
 9 homophone, hum, human, humane, humanity, humanly,
 10 humanize, humble, humbler, humblest, humbly, humility,
 11 humbug, hump, humus, hymn, hymen, hymnal, hymnic,
 12 Hambleton, Hampden, Hampton, Holmes, Hummel,
 13 Humphrey, Hume, hail, hailing, hailstone, hailstorm,
 14 haily, halidom, haul, haulage, halloo, hallooed, hallowed,
 15 hallowing, haloid, heal, healable, healer, healthy, healthful,
 16 healthily, heliacal, helicon, Hellenism, helm, helmsman,
 17 help, helper, helpful, helplessly, helve, Helvetic, hill,
 18 hilly, hillside, hilarity, hiliary, hillock, holden, holiday,
 19 hollowing, holly, holm, holocaust, holster, Holyrood,
 20 holystone, howler, hulk, hullabaloo, hair, haircloth,
 21 hairless, hairstroke, harbour, harbourer, harbourless,
 22 harebell, harem, harlequin, harm, harmful, harmless,
 23 harmonic, harmonicon, harmonist, harness, harnesser,
 24 harp, harper, harpoon, harsh, harsher, harshly, harvest,
 25 hear, hearer, hearken, hearsay, hearse, hearty, herb,
 26 herbalist, herbage, herbivorous, heraldic, heraldry,
 27 hereby, herein, hereunto, hereupon, herself, hire, hirer,
 28 hireling, hirsute, hoarfrost, hoarse, hoarsely, hoarseness,
 29 horal, horary, horn, hornbill, Horner, hornpipe, horny,
 30 horsebreaker, horse-jockey, horse-leech, horseman,
 31 horsepower, horsy, hurl, hurler.

(f) TICK *h* JOINED TO INITIALLY HOOKED DOWNSTROKES.

The Hooked Letters are indicated by italic type.

- 1 *haberdine*, *hater*, *header*, *hebraism*, *hebraize*, *Hebrew*,
- 2 *hibernacle*, *hibernal*, *hibernate*, *hydra*, *hitter*, *hither*, *hitherto*,
- 3 *hithermost*, *heather*, *hydracid*, *hydrate*, *hydraulic*,
- 4 *hydrobromic*, *hydrogen*, *hydrographer*, *hydrology*,
- 5 *hydrolysis*, *hydropathy*, *hydropathist*, *hydrophane*,
- 6 *hydrophobic*, *hydroscope*, *hydrous*, *hydroxy*, *hyperbola*,
- 7 *hyperbolic*, *hyperbolical*, *hyperbolist*, *hypercriticism*,
- 8 *hedger*.

(g) DOT *h* USED INITIALLY.

The italic type indicates where the dot *h* should be employed.

- 1 *half-pay*, *half-way*, *handy*, *handmaiden*, *handscrew*.

(h) DOT *h* USED MEDIALY.

The italic type indicates where the dot *h* should be employed.

- 1 *household*, *hardihood*, *bakehouse*, *blockhead*, *blockhouse*,
- 2 *caseharden*, *casehardening*, *coach-horse*, *coach-house*,
- 3 *death's-head*, *decahedron*, *decahedral*, *dihedral*, *drumhead*,
- 4 *dwelli^{ng}-house*, *exhume*, *exhumation*, *exhibition*, *false-*
- 5 *hood*, *forehead*, *leatherhead*, *grasshopper*, *almshouse*,
- 6 *boathook*, *inharmon^{ic}*, *inkhorn*, *greenhorn*, *greenhouse*,
- 7 *keelhaul*, *keelhaul^{ed}*, *leasehold*, *lighthouse*, *likelihood*,
- 8 *loghouse*, *maidenhair*, *Mahometan*, *Mahometanism*,
- 9 *manhood*, *mynheer*, *masthead*, *apprehend*, *misapprehend*,
- 10 *misapprehension*, *misapprehensive*, *mishear*, *mishap*,
- 11 *Mohammedan*, *octahedron*, *overhead*, *packhorse*, *prehen-*
- 12 *si^{le}*, *pruning-hook*, *fish-hook*, *redhead*, *reprehend*, *repre-*
- 13 *hensive*, *reprehensory*, *Cunningham*, *Sanhedrim*, *goshawk*,
- 14 *trihedron*, *toll-house*, *unhealthy*, *unhandy*, *unhappy*,
- 15 *unhappily*, *unhappiness*, *unharness*, *unhorse*, *ledhorse*,
- 16 *upholster* *upholsterer*, *upholstery*, *uphill*, *downhill*,
- 17 *Redhill*, *valhalla*, *vehemence*, *vehicle*, *vehicular*, *wash-*
- 18 *house*, *lodging-house*, *watch-house*, *widowhood*, *Allingham*,
- 19 *Altrincham*, *Birmingham*, *Cleckheaton*, *Willingham*,
- 20 *Tuddenham*, *Wolverhampton*, *molehill*, *molehole*, *loophole*,
- 21 *Ashburnham*.

EXERCISE 95.

The Aspirate (continued).

In this Exercise and in Exercises 96 to 99 inclusive, the down-stroke *h* is indicated by a small capital; the dot *h* (in words other than grammalogues or contractions) by italic type; and the tick *h* by a following hyphen. Where the upstroke *h* is to be employed, the letter is printed in ordinary type.

GRAMMALOGUES.

 had, *happy*.

1. A h-earty, *happy* heckler may upset a highflown orator and cause rare h-ilarity in a huge crowd. 2. The h-armony of a gathering may be broken by a single headstrong blockhead, foolhardy enough to take the risks of such a procedure. 3. Some speakers show hesitation in answering the queries of such a fellow. 4. The trouble is to keep such a one out of a room. He may behave very well for a while, and then set up a h-issing or h-owling enough to disturb all who are in the place. 5. A man's *happiness* or misery hangs, in some measure, upon the state of his bodily h-ealth, and this in turn upon his strength of will to resist a fancy for food which he knows will h-arm him. 6. We like to h-ark back to olden days for instances of over-indulgence; but we may see instances of it in our own day, and in our own neighbourhood. 7. In all likelihood there is just as much abuse now as ever there was. 8. If only men had the power to restrain their tastes, we should see less sickness and finer specimens of manhood; for most men eat more than is necessary for them. 9. They refuse plain wh-olesome food, and ask for horrid dishes of spicy stuffs which can only be h-armful in the long run. 10. But they have to pay a heavy price for their heedless indulgence; for the organs of the stomach rebel against their owner, and make his life an unhappy one. 11. He refused to h-ear their cries in behalf of plainer food, and now they pay him out. 12. His haughty heedless ways recoil upon his own head, and he has to suffer misery. (282)

EXERCISE 96.

The Aspirate (continued).

See Note at the head of Exercise 95.

1. A h-asty, fooliSh fellow *may* h-owl in a highflown harangue of the h-arSH manners of the times ; *but* the wise man knows better than to try to harass people into happiness. 2. He follows the h-umbler plan of quiet reasoning and h-omely talk. 3. The heedless headlong flow of the one *may* be brought to a sudden close by a skilful heckler ; *but* no one can unhinge the other speaker. 4. He has no hesitation in answering a hustling hawker, and he behaves calmly in face of the most hostile criticisms. 5. He looks upon vehemence as an unhealthy sign, OR as the mark of a greenhorn in disputation ; and he is amused more than he is upset should an opposition speaker stoop to falsehood. 6. He is happy in the reflection of the likelihood of the lie being traced to its author. 7. Had he the power, he has no will OR inclination to return reprehensible tactics by similar tricks. (155)

EXERCISE 97.

The Aspirate (continued).

See Note at the head of Exercise 95.

1. A haughty leader, high in authority, and known as a hero in battle and a sage in council, in the hope of showing his hardy *but* heedless legions how much more valuable wisdom is than mere physical strength OR headstrong bravery, had a pair of h-ORses placed in view of the wh-ole force, and he then set a couple of men the task of pulling out the h-ORses' tails. 2. One man was a huge specimen of h-umanity, a h-oarse-voiced fellow, of immense strength ; while the other was a small h-ollow-faced man of hobbling gait, a tailor, whose h-umble appearance, hungry looks, and apprehensive glances, were the cause of much h-ilarity among the crowds who looked on at the scene. 3. The big man hurriedly laid his strong h-ORny palms on the h-ORse's tail and began to tug. 4. The

veins of his forehead swelled out from his exertions, and the muscles of his huge hairy arms showed how heavy was the strain upon them. 5. But all in vain. 6. Meanwhile, the tailor, who was supposed to have been set a hopeless task, and whose frail stature and harmless looks had raised howls of derision among the troops, quickly proved he was no block-head or greenhorn. 7. He quietly took one hair at a time, and soon the horse's tail was bare. 8. And hence, you see, the saying "hair by hair you will pull out the horse's tail." 9. The men who were so eager to hurl harsh names at the seemingly helpless tailor, now saw their error and took a lesson from the readiness of the man whom they saw behave so well in a sudden and heavy test. 10. He was quick to seize a loop-hole of escape from the fix in which he had been placed by the leader; and though he had none of the strength or hardihood of the huge fellow against whom he was set, he was highly successful in his task; while the strong but heedless man was a failure. 11. Unless we are unheeding we also may receive a lesson from the story which will enhance our value to those in whose behalf we exercise our abilities

(360)

EXERCISE 98.

The Asperate (continued).

See Note at the head of Exercise 95.

Messrs. Hawkins and Thornley.

Dear Sirs,—Referring to your favor of March 7th, we hope to ship the hogs' hair by the steamship "highflyer," sailing on the 24th of March. We shall be happy to ship the stuff sooner if possible. But we fear it will be hopeless to try and hurry the business more than we have done. We have had some trouble in obtaining four bales, as sellers here are maintaining high prices, through the scarcity of the supply. We are pleased to hear you are likely to dispose of the bales at enhanced prices, and to effect a ready sale. We shall be happy to hear from you on Messrs. Hague and O'Hare's affair. Yours truly, Stanhope and Arnheim. (122)

EXERCISE 99.

The Aspirate (concluded).

See Note at the head of Exercise 95.

MESSRS. Brownhill and ASHhURST.

Dear Sirs,—*In reply to your inquiry we have no apprehension of being unable to satisfy Mr. Hugh Higginson in the vehicle he requires. We have a similar one on the stocks now for Mr. James Hague, wh-om he will know, and we hope to have them both ready by the 28th of April, as promised. Have you seen Mr. Thornhill, the wh-olesale grocer, on the business of the heavy dray? We shall be happy to h-ear.* Yours faithfully, Hawkins and Hay. (87)

EXERCISE 100.

Upward and Downward L.

(a) UPWARD l USED INITIALLY :—

- 1 lay, ale, lap, Alps, lob, elbow, lattice, alto, led, allied,
- 2 leech, allege, lake, looker, log, loaf, aloof, live, alive, loth,
- 3 lathe, lass, lasso, also, lazy, lash, leash, leisure, loom,
- 4 lean, lenity, long, lung, ling, loll, lolling, lore, lurry,
- 5 alewife, label, laborer, leak, laceration, lackadaisical,
- 6 laconic, laden, ladle, lagoon, lain, lambkin, lameness,
- 7 lamfrey, lancet, landau, lank, lapful, lapsable, larceny,
- 8 larder, lastingly, latency, latticed, laudation, laughable,
- 9 launch, lawmaker, laxity, leafy, leakage, leathery,
- 10 leviathan, lexical, liable, liberal, liberation, libretto, licker,
- 11 liken, likeness, lily, limitation, limbo, linden, lionized,
- 12 lithograph, literal, lisper, liquidize, litigious, liveryman,
- 13 localize, lockjaw, loser, lounge, love-sick, loyally, lubrical,
- 14 lucidly, lucrative, lumbago, ludicrous, luniform, lurker,
- 15 lupine, lying, alarm, alarmist, alb, albatross, album,
- 16 aldine, elevation, allegeable, allowable, altercation, alter-
- 17 native, elderly, elegy, eliding, eliquation, ellipsis, elucida-
- 18 tion, illative, illation, oil-tree, oilman, oilcloth, olive,
- 19 Oliver, Ulster, ultra, ultramontane, Ellis, Alice.

(b) UPWARD *l* USED MEDIALY :—

- 1 pailful, paladin, palankin, palatine, palaver, pale-faced,
- 2 palisade, pallid, paltry, apology, belladonna, bell-pull,
- 3 balsam, talisman, tilling, toll-gate, trellising, Dalton,
- 4 delicious, delectable, delinquency, jailer, jealously, calico,
- 5 callous, calomel, galena, gallery, gallop, galore, fillip,
- 6 filigree, filtration, fallacy, fellowship, felicitous, valedictory,
- 7 valid, valve, velocity, inviolable, thalamus, thole-pin,
- 8 Threlfall, assailer, zealously, shallowness, shelter, shib-
- 9 boeth, shrilly, shrillness, malediction, malevolence, mali-
- 10 cious, malingerer, maltese, mellowness, unload, unlatch,
- 11 unlovely, inlaid, onlooker, aimlessly, lawlessly, ceaselessly,
- 12 reload, relative, relapsed, releaser, relevancy, relict,
- 13 repeller, repealable, fearlessly, reluctance, resolver,
- 14 wassailer, wave-like, waylaying, wrestler, yellow-fever,
- 15 yule-tide, harmlessly, heedlessly, hostilely, unsullied,
- 16 unsaleable.

(c) UPWARD *l* USED FINALLY :—

- 1 Apollo, Paul, appeal, bail, bailee, tall, Tilley, trail,
- 2 Tralee, dale, daily, drill, Madralli, chill, chilly, jail, jelly,
- 3 coal, coaly, crawl, Crilly, gull, gully, growl, eagerly, follow,
- 4 value, cleverly, awfully, valley, Stavelly, fallow, fully,
- 5 fellah, filly, buffalo, safely, foully, painfully, lovely, lively,
- 6 heavily, woefully, Athol, Athlone, smoothly, thrill, silly,
- 7 stilly, stylishly, swell, frail, freely, shaly, crossly, closely,
- 8 basely, Huxley, Bexley, fiercely, tersely, mill, Millie,
- 9 mellow, mail, O'Malley, lull, zeal, Zulu, zealously, slowly,
- 10 tassel, utterly, sadly, slyly, relay, rally, ruly, unruly,
- 11 Keely, royalty, rightly, recklessly, early, surly, sterile,
- 12 swirl, sorely, clearly, securely, squarely, scaly, sickly,
- 13 Scully, Aquila, aquiline, Aquilon, quietly, queenly,
- 14 cleanly, keenly, rarely, wearily, warily, waylay, wifely,
- 15 wittily, worthily, unworthily, weasel, hustle, hypostyle,
- 16 mobile, O'Reilly, Oakley, Paley, Sicily, Brierly, Cyril,
- 17 Cowley, Burnley, Ashley, Waverley, violin, villain, Evelyn,
- 18 leisurely, unsettle, literal, tumbrel, Tripoli, trammel,
- 19 totally, timely, timorously, tideless, taxable, flexible,

20 tantalize, sweetly, swaddle, spoil, ruthless, sprawl, seemly,
 21 stubbornly, ferula, sleekly, shabbily, saucily, rurally,
 22 rashly, crystal, crystallize, ripely, richly, proudly, prosily,
 23 properly, powerless, pluckily, perusal, outlaw, stately,
 24 oddly, optional, nebula, neutral, neatly, may-pole, merrily,
 25 Oxley, wastrel, petrel, extol, extremely, dolesomely,
 26 domicile.

(d) DOWNWARD *l* USED INITIALLY (1) WHEN *l* IS PRECEDED BY A VOWEL AND FOLLOWED BY A HORIZONTAL LETTER NOT HOOKED OR CIRCLED INITIALLY ; AND (2) WHEN *l* IMMEDIATELY PRECEDES A CIRCLE AND CURVE LIKE *sv* OR *sn* :—

1 alack, alcade, alchemy, alchemist, alcoran, alcove,
 2 aLeak, aLembic, aLexandrine, alGum, aLign, aLike,
 3 alImental, alImony, alkali, alkalify, alkaline, alkalize,
 4 ALLan, alLEGation, alUm, alLOCation, alLOCution, alLonge,
 5 allusive, ALma, almoner, alone, along, alongside,
 6 alumina, aluminiferous, alUmish, eLection, eLectioneer,
 7 eLective, eLectress, eLectrical, eLectricity, eLectrify,
 8 eLectro, eLectrolysis, eLectrum, eLegance, eLegancy,
 9 eLemental, eLIminate, eLImination, eLixir, eLk, iLk, eLm,
 10 eLocution, eLocutionary, eLongation, eLusive, ELzevir,
 11 iLlumine, iLlumination, iLluminable, iLluminary, iLlu-
 12 minate, iLluminator, OLympic, OLney, uLna, uLema,
 13 ALLeghany, ALLendale, ALLington, ALLonby, ALmack's,
 14 ALonzo, ELgin, ELLEN, ELLENbrook, ELLENborough,
 15 ELLison, ILkley, ILLinois, ILminster, OLYmpus, lacing,
 16 Lessen, Lessening, License, Licensed, Licensee, Licenser,
 17 Licensing, Licentious, Listen, Listener, Listening, Loosen,
 18 Looseness, Lucific.

(e) DOWNWARD *l* USED FINALLY WHEN *l* IMMEDIATELY FOLLOWS *f*, *v*, *sk*, *kw*, OR ANY STRAIGHT UPSTROKE, AND IS NOT ITSELF FOLLOWED BY A VOWEL :—

1 fall, fail, false, feel, fell, fuel, phial, foal, fool, fill,
 2 file, fowl, foul, flail, graceful, glassful, successful,
 3 lawful, painful, baneful, spoonful, tuneful, disdainful,
 4 fanciful, swivel, servile, sorrowful, Seville, revile,

5 refill, reveal, avowal, level, awful, baleful, befool,
 6 befall, pailful, uncivil, coeval, foil, disgraceful, defile,
 7 disavowal, dishevel, doleful, downfall, scale, scull,
 8 skill, scowl, quail, quill, quell, sequel, squall, squill,
 9 bilingual, rile, rail, reel, roll, rule, dwell, awhile,
 10 whirl, yell, Yale, yule, yawl, catarrhal, apparel,
 11 bewail, rural, downhall, ephemeral, floscule, forceful,
 12 ferule, impearl, imperil, plural, jonquil, merciful,
 13 milfoil, misrule, manful, nonpareil, muster-roll, morale,
 14 moorfowl, offal, twill, twirl, overhaul, prevail, profile,
 15 vowel, sliding-scale, snarl, soulful, spiral, puerile,
 16 stock-list, tinfoil, tumblerful, guileful, trefoil, turrel,
 17 ungraceful, viol, mural, woeful, wilful, worthless,
 18 virile, Birrell, Melville, coral, choral, auroral, enroll,
 19 egotistical, statistical, admiral.

(f) DOWNWARD *l* USED FINALLY WHEN *l* IMMEDIATELY FOLLOWS *n*, *ng*, OR A CURVE AND CIRCLE LIKE *fs*, *ths*, OR *ns* :—

1 knoll, Nile, annual, newly, null, nil, lastingly, leeringly
 2 strongly, mincingly, manly, meanly, meaningless,
 3 menacingly, mannerly, mineral, mineralist, movingly,
 4 obligingly, openly, only, provokingly, prunella, runnel,
 5 senile, prenarily, profanely, protestingly, seemingly,
 6 swimmingly, smilingly, snail, stingless, stainless,
 7 suddenly, toneless, tuneless, train-oil, unknowingly,
 8 unless, unmanly, unsparingly, matronly, facile, fossil,
 9 fossilize, fossilist, vassal, voiceless, visual, mischiev-
 10 ously, thistle, Thessaly, nervously, noiseless, noiselessly,
 11 nozzle, ominously, pencil, princely, peninsula, vacilla-
 12 tion, annulation, profusely, refusal, revisal, senseless,
 13 senselessly, sensual, stencil, tensile, densely, universal,
 14 universally, unseal, vexillation, villainously, annals,
 15 annalist, enlist, analyze, analyst, anneal, adversely,
 16 alarmingly, adoringly, admiringly, appealingly, approv-
 17 ingly, jestingly, trustingly, boastingly, buzzingly, benzol,
 18 benzoline, cancel, council, counsel, cancellation,
 19 clothesline, diffusely, crenelle, crinoline, granule,
 20 granulose, cunningly, immensely, deploringly, deridingly,

- 21 despairingly, amusingly, grudgingly, doornail, clandestinely,
- 22 tinely, engagingly, enticingly, fishing-line, frowningly,
- 23 generalize, fusil, heinously, hangnail, insolence, consul,
- 24 hiddenly, enlace, inlay, Bingley, Kingsley, Barnsley.
- 25 Townley, Methuselah, worthless

(g) DOWNWARD *l* USED FINALLY WHEN *l* IMMEDIATELY FOLLOWS A STRAIGHT DOWNSTROKE AND IS PRECEDED BY TWO VOWEL-SIGNS :—

- 1 POWELL, bowel, towel, trial, trowel, dial, sun-dial,
- 2 dialist, duel, duellist, duello, dowel.

(h) DOWNWARD *l* USED MEDIALY :—

- 1 annulling, unsealing, cancelling, business-like, unlike,
- 2 unlikely, unlucky, leveling, counseling, foiling,
- 3 dwelling, dialling, duelling, toveling, defiling, collu-
- 4 sive, analogous, adolescence, enlisting, ensilage, failing,
- 5 feelingly, film, volume, voluminous, fizzling, foolish,
- 6 foolishness, fossilizing, foulness, fowling-piece, fox-like,
- 7 fulminate, inlaying, inlacing, consular, keelson,
- 8 Nelson, manlike, manliness, mineralogy, fossiliferous,
- 9 monologue, relume, overlook, overhauling, scaling,
- 10 scholastic, skulk, skull-cap, starveling, spurling,
- 11 twirling, whirling, bewailing, stenciling, unfeeling,
- 12 unlawful, unlink, unrolling, vileness, Anselm, un-
- 13 licensed, yelk, penciling, everlasting, analyzing,
- 14 vacillancy, annealing, princeling, fizzling, appareling,
- 15 Columbus, calumny, columnar, dovelike, driveling,
- 16 traveling, dualism, falsetto, falsify, falsity, filing,
- 17 fulness, hallucination, analogy, nestling, nuzzling,
- 18 reviling, vilely, vellum, unwarlike, unveiling, unlock,
- 19 twirling, twilling, sunlike, statesmanlike, squealing,
- 20 skilful, refilling, quelling, prelusive, railing, unavailing.

EXERCISE 101.

Upward and Downward L (continued)

1. Many simple fellows *are* miserable by reason of the silly error of feeling as though the eyes of all their neighbours

were upon *them*, and as if the people in *their* vicinity were keenly alive to *their* actions. 2. But this is a senseless delusion, and the sooner these foolish fellows get rid of it the better. 3. Juveniles learn some *things* very quickly, but there are some other Lessons they are very slow to take in. 4. Older people know how few there are who take the slightest notice of the ways of *their* neighbours. 5. And it is well it should be so. 6. Should we reveal exceptional abilities or rare skill in any branch of labour, then people may like to observe us, to listen to *our* views, to look at *the* style of *our* clothes, and so on ; but unless we are highly successful in some way or other, there will be few to scowl or smile at *our* failures. 7. We may zealously extol *our* own powers, but, as a rule people will listen incredulously, and in silence. 8. As a last counsel, I may add, born leaders seldom boast. (188)

EXERCISE 102.

Upward and Downward L (continued).

1. It is a false notion to suppose we have all the same duties in life. 2. The duties of the kingly office differ from those belonging to the position of a councillor, and these again from those of a chancellor. 3. Men in private stations have duties which differ wholly from those of men who pass their time exclusively in the service of the state, as officers of the law, admirals in the royal navy, etc. ; but, at least, it is the duty of every man to live a stainless, honorable life, and to be a worthy specimen of manliness. 4. No one has a right to vilify his neighbour, or to speak wrongly of his actions. 5. If men only pursued plain lines in *their* dealings we should see less necessity for legal decisions on paltry quarrels. 6. But, alas ! we know how very foolish some men are in small things, and how they will linger and wrangle a long time over trifles which are scarcely worth discussing at all. 7. Such silly discussions must necessarily cause bitterness and ill-feeling where none should be allowed to exist. 8. Many of the

family troubles *which* arise daily *are* simply due to ridiculous exaggeration *which should be* severely repressed in the beginning. 9. A loose, careless style in the recital of facts *which* we allege to be true is seldom harmless, and often enough leads to trouble. 10. It is needless to ask you how many people you know, *who, for the sake of* raising a laugh will give a false colour to a simple action. 11. I should say scores of costly trials have been caused by a silly desire to express a fact wittily. 12. The simple manner is plainly the best for us all. (286)

EXERCISE 103.

Upward and Downward L (continued).

1. It is a false notion, an utter illusion, to suppose people of wealth and leisure are the only ones who pass thoroughly happy lives. 2. In fact, a lazy, idle life is rarely a happy one. 3. Men of scanty means, who have to keep their families on an allowance which a wealthy man looks upon as ridiculously small, have often enough far less trouble than those of princely incomes. 4. Many an immensely rich man longs in vain for the health, the bodily elasticity, and the strong muscles of the labourer who toils unceasingly for a paltry pittance which is scarcely enough to keep the wolf from his door. 5. It is true the man of wealth has privileges which are denied to those of humble means; but he has also duties exclusively his own, which devolve upon him alone, and which he must faithfully and properly carry out if he will have even a fairly peaceful life. 6. Those who bewail their lowly position in society, and who look longingly at the men whom they deem lucky in the possession of a plentiful supply of money, should try to see how useless it is to repine. 7. They should leave jealous grumbling alone, and endeavour bravely and firmly to rise from the low level they occupy to a higher, and, it may be, a more useful plane, by honestly and zealously exercising their powers to resist indulgence in foolish or unnecessary

outlay of the means at *their* disposal. 8. They *should*, at the same time, be mindful of the saying, "*He is most happy who makes others happy,*" and *should* take care lest they fall into the delusion of supposing wealth to be necessary to happiness. 9. Those who toil for the accumulation of riches in the hope of possessing thereby a fuller measure of earthly happiness will inevitably fail in *their* hope. 10. If we desire sincerely to live happily we must try to make others happy also, and by the effect of our own stainless lives do *all* we can to abolish the vileness, the squalor, and the senseless quarrelling which unhappily prevail in many of our cities. (353)

EXERCISE 104.

Upward and Downward L (continued).

MESSRS. LAWSON AND NELSON.

Dear Sirs,—We are in possession of your valued favor of the first of July, and we willingly agree to your proposal. We shall ship you on trial samples of our leading lines in umbrellas and parasols by the steamship "*Ellenborough,*" sailing on the 30th July. Invoice will be enclosed in our advice, and bills of lading and insurance policy will follow by the steamship "*Elizabeth,*" sailing on the 4th of August. We trust the umbrellas may arrive in due season, and we hope to hear you have had early and profitable sales. Yours truly, ELLISON AND SCHOLES. (105)

EXERCISE 105.

Upward and Downward L (concluded).

Mr. Philip Earl.

Dear Sir,—Referring to our traveller's call upon you last Friday, we are extremely sorry to say we are unable to supply a piece of silk of the design you require. If you will allow us to say so, it is thoroughly out of fashion now, and it is highly unlikely to sell anywhere. We enclose you a small

sample of a new silk of *very* similar appearance, *which* wears well, *and is*, we *think*, far *more* likely to please your lady customers. We hope to learn your decision to take *this*. We also enclose a copy of *our* new book of summer styles in ladies' fancy blouses. Yours faithfully, Miller and Small.
(116)

EXERCISE 106.

Upward and Downward R.

(a) UPWARD *r* USED INITIALLY IN ALL WORDS BEGINNING WITH THE SOUND OF *r* :—

- 1 rope, ripe, ripen, rip, roper, reef, reproduce, reprieve,
- 2 reparable, rabbi, rabbinical, rebut, rebuttal, rebuff, rate,
- 3 rater, rateable, retail, retailer, retina, retire, retrace,
- 4 retractive, redden, redness, radical, roach, reach, reachable,
- 5 reacher, richly, richness, rage, ridge, rake, reaction,
- 6 reactive, raker, rakish, rag, ragamuffin, ragman, refuse,
- 7 refine, refusable, refraining, refulgence, refrigeration,
- 8 refrigerative, refresh, revere, ravine, revenge, reviewal,
- 9 revising, revocable, revulsion, revolve, ruthless, wreath,
- 10 writhe, race, rose, roses, roost, rooster, rosy, rove, rain,
- 11 rush, rushing, rashness, rouge, rhyme, roamer, rumour,
- 12 rummage, rumble, ruminate, ruminal, runaway, renew,
- 13 renewal, ringing, ringtail, ringer, ring-dove, ruly, relay,
- 14 rail, royal, rayah, receptive, recovers, rank, rasp, rattan,
- 15 rainbow, raffle, recoup, recline, recoil, reckless, recite,
- 16 recitative, recluse, reciprocal, reciprocity, refulgence,
- 17 remaining, remunerative, remuneration, repartee,
- 18 reparation, renounce, remiss, reluctance, relaxative,
- 19 relevance.

(b) UPWARD *r* USED INITIALLY WHEN IMMEDIATELY PRECEDING *t*, *d*, *ch*, *j*, *kl*, *gl*, *th*, OR *w* :—

- 1 aright, arid, arch, urge, oracle, argal, earthly, Irwin,
- 2 Irrawaddy, archly, archness, archway, argil, aridity,
- 3 aridness, arithmetician, arrayed, artisan, artist, artistic,

- 4 earth-born, earthen, earthenware, earthly, earthquake,
- 5 eradicable, eradication, eradivative, erode, eroding, errata,
- 6 erratic, erratum, erudite, erudition, eruginous, irate,
- 7 iridescence, irritable, irritation, origin, origination,
- 8 originative, ornamental, ornamentation, orthographic,
- 9 orthographical, orthography, ortive, urchin, urgency,
- 10 ursiform, Ardee, Arreton, Ireton, orgies, Origen, Uruguay.

(c) UPWARD *r* USED MEDIALY :—

- 1 Perth, birth, tardy, dirty, charge, juryman, corny, caressing,
- 2 garble, garrison, farmer, farinose, verge, verify, veracity,
- 3 thorny, thoroughly, assertive, mirth, inroad, lurid, lurch,
- 4 larch, rearing, wearing, hurried, parable, parade, parish,
- 5 paradise, paragon, paraphrase, parasite, parasitical, parboil,
- 6 parch, pardon, parity, parricide, parsnip, parterre,
- 7 parvenue, barb, barbarous, barefaced, bargain, baritone,
- 8 barker, barony, barrel, barrack, tarnish, territory, terra-
- 9 cotta, terrible, terrify, terseness, tyranny, tyrannous,
- 10 tyrannical, Tyrolese, Darwinism, derivable, derange,
- 11 derisive, derivative, deriver, derrick, derail, Doric, dreari-
- 12 ness, drearily, chargeable, charily, chariness, charity,
- 13 jarringly, jury-mast, jurassic, gyratory, gyroscope,
- 14 caressingly, caroling, carousal, carraway, caroty, carver,
- 15 choralist, clarify, clarification, clerical, clergy, chloral,
- 16 chloric, chloroform, chlorodine, garbage, garish, garrulous,
- 17 guerilla, farinaceous, farrago, farthing, ferny, ferocity,
- 18 ferried, firth, floral, florescence, foreclose, foreclosure,
- 19 foredate, fore-deck, forefinger, foreigner, foreknown,
- 20 forenoon, foreseen, foreshadow, foresight, forestay, forty,
- 21 fourteen, varicose, variety, variform, veracious, veranda,
- 22 veritable, Veronese, Veronica, virility, visceral, voracity,
- 23 avaricious, thoroughfare, thorax, thoral, thoracic, thorn-
- 24 apple, thoroughness, thorough-paced, spareness, sparkle,
- 25 spirally, scarp, scourge, scarify, scorch, spherical, sphericity,
- 26 spheroid, southerly, Southerner, smartest, smirk, smirch,
- 27 sneeringly, snarl, snarling, serenity, serenade, seraphic,
- 28 service, starvation, serfdom, swarthy.

(d) UPWARD τ USED FINALLY WHEN FOLLOWED BY A SOUNDED VOWEL :—

- 1 Paris, perfumery, peri, peruse, perused, pleura, porous,
- 2 prairie, priory, primary, probationary, prosperous, purist,
- 3 parry, preference, possessory, popularize, plumery,
- 4 planetary, panegyryze, apparition, appearance, *a priori*,
- 5 opera, operation, upraise, upraised, uprose, barrow,
- 6 bereave, berry, blackberry, bleachery, bloomy, blueberry,
- 7 borough, bravery, briery, brusquerie, buffoonery, bureau,
- 8 burrow, aberrance, aberration, obscuration, ubiquitary,
- 9 tariff, tarry tartarize, terra, terrace, territory, terrorize,
- 10 tory, tracery, tractory, traitorous, towery, tureen, etcetera,
- 11 iteration, itinerary, Tipperary, dairy, deary, declaratory,
- 12 decolorize, decorous, decretory, demoralize, depository,
- 13 desirous, derive, desperation, diarist, disarray, disappear-
- 14 ance, disembarrassed, discovery, discretionary, distillery,
- 15 dolorous, dreary, drollery, adversary, admonitory, odorous,
- 16 chary, chandlery, cheery, gyration, giraffe, gyrose, cajolery,
- 17 cancerous, canary, capillary, careen, caress, caroused,
- 18 castigatory, cavalry, cautionary, chimera, cholera,
- 19 clamorous, clearance, coterie, creamery, gallery, glycerine,
- 20 grapery, groggery, faro, farrow, finery, feudary, fernery,
- 21 ferrous, flora, flurry, foolery, foppery, forest, formulary,
- 22 freemasonry, vagary, valedictory, valorous, vapory,
- 23 vinery, veteran, victory, viperous, visionary, votary,
- 24 ivory, knavery, authorise, avarice, thesaurus, thorough,
- 25 etherize, saccharine, savagery, satirize, sanatory, satura-
- 26 tion, scenery, scullery, scurry, secularize sedentary,
- 27 serene, series, Seraph, siren, soirée, solitary, sorceress,
- 28 sorcery, spiry, squireen, starry, stellary, statuary,
- 29 summary, Osiris, usury, zero, Zachary, assurance, showery,
- 30 sheriff, sheep-run, macaroon, mandarin, maroon, Nazarine,
- 31 mesmerize, memory, menagerie, minatory, millinery,
- 32 misery, missionary, molar, morass, moory, murrain,
- 33 imagery, mummery, mortuary, emery, emissory, narrow,
- 34 natatory, neurosis, enumeration, notary, numerous,
- 35 anniversary, angora, ancillary, endurance, environ,

36 inauguration, inference, insurance, injury, insurrectionary,
 37 honorary, unrest, laceration, library, legendary, lectionary,
 38 literary, lory, lyrist, eLocutionary, elaboration, illusory,
 39 ulcerous, ulceration, raspberry, reactionary, recovery,
 40 referee, reparation, remarry, restoration, respiratory,
 41 rhetorician, ropery, rosary, rotatory, rosemary, aRMoury,
 42 wary, weary, wherry, walrus, wiry, whereon, whereas,
 43 wheelbarrow, wood-roof, worry, yarrow, hairy, harass,
 44 harry, harrow, hegira, hiliary, hero, heron, housewifery,
 45 horary, hoary, hurry-scurry, hurrah, Uriah, ewry.

(e) UPWARD *r* USED FINALLY WHEN IMMEDIATELY FOLLOWING TWO DOWNSTROKES, OR A STRAIGHT UPSTROKE :—

1 anathematizer, advertiser, abjure, bubbler, deter,
 2 disappear, disburse, disposer, displeaser, deplore, deposer,
 3 templar, disperse, dissembler, divesture, dogmatizer,
 4 dabbler, dawdler, endorser, espouser, feeble, firmer,
 5 fiercer, fiddler, fribbler, fripperer, fumbler, infringer,
 6 jointure, methodizer, overture, pamphleteer, parser,
 7 pedlar, perjurer, probationer, privateer, proposer, steve-
 8 dore, tippler, trampler, tumbler, trespasser, vesper, vapor,er,
 9 vesture, downstairs, upstairs, backstairs, bugbear, pasture,
 10 perspire, pesterer, plasterer, practitioner, prepare,
 11 prepossessor, butler, bottler, bibler, blusterer, bookstore,
 12 tattler, prattler, chatterer, chastizer, bestir, procedure,
 13 aware, ware, beware, unaware, deplorer, emperor, yore,
 14 fosterer, furor, roar, rear, rare, juror, mirror, numerary,
 15 wore, weir, where, everywhere, nowhere, oyer, outwear,
 16 rehear, stoneware, glassware, terror, uproar, Delaware,
 17 Farrar, preparer, abhor, purer, racer, extemporizer,
 18 hussar, peruser, polarizer, popularizer, rehearse, refer,
 19 referrer, server, preserver, observer, deserver, reserver,
 20 answerer.

(f) UPWARD *r* USED FINALLY WHEN IMMEDIATELY FOLLOWING A CURVE AND CIRCLE LIKE *fs*, *ths*, OR *ns*, AND AFTER *ks* OR *gs* :—

1 officer, refuser, diffuser, professor, vizor, viceroy, canvasser,

- 2 sympathizer, traverser, civilizer, supervisor, divisor,
- 3 reviser, answer, analyzer, cancer, affiancer, fencer,
- 4 dispenser, censor, patronizer, romancer, bouncer, Spencer,
- 5 dancer, janizary, organizer, cleanser, extensor, advancer,
- 6 winner, mincer, nicer, sincere, pronouncer, denouncer,
- 7 Licenser, menacer, necromancer, announcer, causer,
- 8 accuser, excuser, cruiser, closer, grocer, creaser, coaxer
- 9 aggressor, engrosser, geyser, glozer, guesser, glosser,
- 10 greengrocer, squeezer, successor, mixer, fixer, vexer,
- 11 plexure, quizzer, elixir, boxer, taxer, hoaxer, flexor,
- 12 catechiser.

(g) UPWARD *r* USED FINALLY WHEN HOOKED :—

- 1 spurn, barn, burn, born, High-born, new-born, Woburn,
- 2 stubborn, auburn, tarn, turn, Saturn, return, nocturn,
- 3 overturn, taciturn, lectern, extern, darn, churn, adjourn,
- 4 sojourn, cairn, corn, acorn, unicorn, peppercorn, Garn,
- 5 fern, thorn, hawthorn, blackthorn, shorn, morn, mourn,
- 6 learn, unlearn, warn, yearn, heron, bairn, lorn, lovelorn,
- 7 lucerne, wyvern, postern, southern, western, sea-borne,
- 8 unworn, wayworn, portion, apportion, torsion, retortion,
- 9 extortion, reversion, coercion, desertion, exertion, assertion,
- 10 immersion.

(h) DOWNWARD *r* USED INITIALLY WHEN PRECEDED BY A VOWEL :—

- 1 Arab, Arabic, arable, arbor, ark, archangel, archer,
- 2 archery, archipelago, archives, arrive, argosy, argue,
- 3 argumentation, arisen, armada, armless, aroma, arraign,
- 4 arraigner, arrange, arrears, arrival, arrogance, arsenal,
- 5 earn, earner, earning, erase, erasing, erasure, Erebus,
- 6 erection, ermine, erosion, eruption, eruptive, ire, ireful,
- 7 iron, ironical, ironmonger, iris, Irish, irksome, irrele-
- 8 vance, irrelevancy, irreligion, irreligious, irremovable,
- 9 irreparable, irreplaceable, irrepressible, irreproachable,
- 10 irresistible, irresolution, irrevocable, irrigation, oral,
- 11 orally, orange, oration, orator, orb, orbital, orchestra,
- 12 orchestration, orchid, organic, orifice, Orion, ormolu,

- 13 orphan, Uranus, urban, urbane, urbanity, urn, Ursuline,
 14 Argyle, Arkansas, Armagh, Aram, Ardrossan, Arizona,
 15 Armstrong, Armley, Eric, Oregon, Ural, air-gun, air-
 16 brake, air-less, air-pump, eury.

(i) DOWNWARD *r* USED MEDIALY :—

- 1 poorly, peerless, powerful, barely, barkeeper, bear-skin,
 2 Brierley, tiresome, torsel, tearful, diurnal, carman,
 3 cork, cork-tree, corsair, cureless, securely, gasiform,
 4 garum, fairly, fairness, farcical, farming, farthest,
 5 fire-brick, fireclay, firefly, firm, firearm, flourish,
 6 forecast, forcible, forego, formal, formula, sarcasm,
 7 scarcely, squarely, similarly, sirloin, sorrel, sourish,
 8 sparsely, squirming, star-gazer, surliness, swarming,
 9 sheerman, shear-steel, showerless, mare's-nest, neuralgic,
 10 largetto, alarm, largo, lark, lurker, hearken, hireling,
 11 neural, neurology, Newark, angularly, lurcher, larder,
 12 fearful, prayerful, unerringly.

(j) DOWNWARD *r* USED FINALLY IN SHORT WORDS ENDING WITH THE SOUND OF *r* :—

- 1 pare, spare, prayer, par, peer, pore, pyre, power, poor,
 2 spoor, prior, bar, bare, beer, bore, boor, brier, Blair,
 3 abler, tar, tare, tear, tyre, tore, tower, drier, drear,
 4 soldierer, saddler, char, jar, ajar, injure, core, cure,
 5 secure, insecure, sinecure, scare, crier, crore, Clare,
 6 tinkler, tackler, cackler, chronicler, Sinclair, heckler,
 7 gore, glare, bungler, dangler, mangler, wriggler, haggler,
 8 fare, fear, fewer, fire, infer, flare, floor, flower, rifler,
 9 scuffer, veer, revere, severe, sore, sere, sire, stare,
 10 swore, sir, passer, baser, teaser, dozer, chaser, lacer,
 11 suer, pursuer, issuer, sower, assure, insure, shore, shire,
 12 azure, mar, mare, moor, smear, besmear, timer, trimmer,
 13 dimmer, demure, vampire, steamer, swimmer, stammer,
 14 customer, nore, newer, sneer, snore, ensnare, resigner,
 15 singer, wringer, hanger, lore, leer, lure, lair, brawler,
 16 crawler, dealer, seller, stellar, wrestler, hair, her.

(k) DOWNWARD *r* USED FINALLY AFTER TWO STRAIGHT UPSTROKES, AND, GENERALLY, AFTER *f* OR *v* FOLLOWING A DOWNSTROKE :—

- 1 abhorrer, adherer, wearer, rarer, roarer, rearer, baffle,
- 2 trifter, shuffler, shoveler, pacifier, testifier, justifier,
- 3 favourer, falsifier, versifier, starflower, stultifier, codifier.

EXERCISE 107.

Upward and Downward R (continued).

1. *He is the wiser adviser who counsels the road to honour in preference to the pathway to riches and high position.* 2. *Adhere closely to this plan ; preserve it in your memory ; and some day you may wear the laurel wreath of victory.* 3. *Be brave, and, in a right way, be an aggressor.* 4. *To-day's failure should but spur you on to a braver and nobler trial to-morrow.* 5. *He who retires in terror at the first rebuff is but a poor timorous fellow, unworthy of success, and most unlikely to earn it.* 6. *Learn to bear a refusal in sturdy patience, and endeavour to preserve a calm air in face of unfair charges.* 7. *Your serenity will disturb the shufflers, and baffle them far more than any expression of annoyance and wrath.* 8. *Besides, the wrathful man throws away his arms, and readily falls a prey to the wiles of a ruthless adversary.* 9. *You only wreck your chances if you worry over airy trifles.* 10. *Exercise yourself in the mastery of even justifiable irritation, and you will emerge from each struggle a stronger and a better man.* (181)

EXERCISE 108.

Upward and Downward R (continued).

1. *Better bear a stern rebuke than fall into an error which we should be powerless to repair.* 2. *To display irritation at a small injury is a sign of irresolution and absence of the power to restrain one's unruly feelings.* 3. *He who gives way to anger opens the door to revenge, which, in turn,*

brings in misery, sorrow, and regret. 4. Reason is far better than *an* appeal to arms ; for force is but a poor remedy, and should only be taken to as a last resource. 5. It may be a source of sorrow to a surgeon to give pain to anyone ; but he has no hesitation in using the keen knife in an operation, if such be necessary to restore health and vigour to a poor sufferer. 6. Severe remedies have to be taken in such cases from motives of pure charity. 7. Learn to exercise economy in prosperity ; it will be necessary to do so in adversity. 8. We can urge no excuse in favor of tyranny ; but just laws must be enforced for the security of life and property. 9. You may yearn to sit and rest ; but, meanwhile, refuse no labor which you know to be necessary ; and even though you are weary, try to arrest the inclination to allow your business affairs to fall into arrears ; for each day brings its own share of toil and trouble. 10. Rouse yourself then ; rise early, and labor zealously ; for debt is the worst form of poverty. (242)

EXERCISE 109.

Upward and Downward R (continued).

1. The minister or preacher should ever strive and aspire to appear as a bearer of joyful news to the weary wayfarers or travellers on this earth. 2. He should be the announcer of rich prizes for the worthy, and a denouncer and chastiser of the idle, insincere chatterer. 3. He must be a sympathiser in the sorrows and miseries of the poor of his flock ; but, at the same time, he should have no scruple or fear in expressing his severe disapproval of the wrong actions of the rich and proud sections of his parishioners. 4. He must bear pretty heavily on the drinkers and tipplers among his people for their own sake ; but must take care lest he appear as a harsh accuser, and scare the aggressors deeper into the mire. 5. He may also have to pose as the patroniser of a parish bazaar, where he may see people who refuse to see him as a visitor, and he may take the occasion to press home to them the duties

belonging to *their* sphere of life, and, it may be, inspire *them* to leave *their* surly ways and take a higher and broader view of *their* position in society. 6. Truly, the life of a clergyman is no sinecure, if he takes the right view of his mission; and he will require plenty of physical strength to enable him to pursue his labors properly. 7. He must display rare dexterity if he is to be a successful missionary; and he must, above all things, exercise prudence in the use of satire. 8. His business is to inspire love and honor, and dispel fear and reproach. 9. I fear it is true to say the minister deserves more help than he receives from some who have evil to atone for and mischief to repair. (297)

EXERCISE 110.

Upward and Downward R (continued).

MESSRS. EARL and ARRANDALE.

DEAR SIRs,—We are in receipt of your favor of Saturday last, enclosing remittance to settle our claim for loss on the serge sold to us in the early Spring. We are happy to think the affair is now closed. We sincerely regret you should display such irritation in reference to this business. We should have been happy had we been able to arrange it last March; but your Mr. ARRANDALE firmly refused even to discuss our proposal. We assure you once more the serge was useless for our purpose, and it was very much torn at the edges. We are by no means stubborn, and we are sorry to observe the tone of sarcasm in your reply to our last. While we deplore the narrow view you have taken, we feel we must adhere to our rights. Yours truly, Reuben ARMSTRONG and Sons. (148)

EXERCISE 111.

Upward and Downward R (concluded).

MESSRS. FOREST and SHIRES.

DEAR SIRs,—We have your favor of the 4th April, and you

may look to receive the rest of the rubber rings in three or four days' time. We have had an extra RUSH of business for the past four months, and our resources have been taxed to the utmost. To add to our worry, we have just lost the services of our store-keeper, and the new man has been unable to clear off the ARREARS. Please excuse the delay, for these reasons, and oblige, Yours truly, Spencer and Oram. (94)

EXERCISE 112.

Upward and Downward Sh.

The letter *sh* is always written downward when it stands alone, that is, when it is not joined to another stroke. When it immediately precedes \, \, (, (, or /, it is, as a rule, written upward. It is also written upward when it immediately follows \, \ or |. In other cases, it will generally be found better to write *sh* downward. The double consonant *shr* is always written downward, but the double consonant *shl* is generally written upward.

(a) DOWNWARD *sh* USED INITIALLY :—

- 1 ash, shy, show, shoe, usher, shrew, assure, assurance,
- 2 assurer, assuringly, Ashton, Ashbourne, Ashanti, shabby,
- 3 shadow, shadily, shaken, shake, shakespeare, shamble,
- 4 shamefaced, shameful, shamming, shamrock, shank,
- 5 shanty, shapeless, share, shear, sheather, shedder,
- 6 sheep, sheep-stealer, sheriff, sherry, shibboleth, shindy,
- 7 shiner, shingle, shyness, shipmaster, shipwreck, shire,
- 8 shock, shoddy, shoeblack, shone, shrine, ocean, ashen,
- 9 shopman, shopkeeper, shoreless, shorn, show-bill,
- 10 showery, shrink, shrewd, shriek, shrill, shrimp, shrivel,
- 11 thrive, shrubbery, shrug, shuffle, shuttle, shyly,
- 12 shannon, shanghai, sheridan, sherlock, shrewsbury,
- 13 shylock, chivalry, chivalrous, sash, sashframe.

(b) DOWNWARD *sh* USED MEDIALY :—

- 1 pushing, plashing, splashing, punishing, perishable,
- 2 perniciously, premonishing, backsheesh, banisher,

3 banishing, bashful, beer-shop, blemishing, blushing,
 4 bookishness, boyishness, brackishness, bumptiousness,
 5 burnishing, bushiness, bushmen, cashmere, tarnishing,
 6 tenaciously, trickishness, tuitionary, deliciously,
 7 diminishing, dram-shop, cherishing, churlishness, fac-
 8 tiousness, fallaciously, fellowship, ferociously, fisherman,
 9 flagship, foreshowing, fractiousness, freshness, vanquish-
 10 ing, veraciously, secessionist, smashing, smashed,
 11 sluggishness, sottishness, spaciouly, squashing, squeam-
 12 ishness, squeamishly, steamship, stylishly, sunshiny,
 13 superstitiously, machinist, machinery, maliciously,
 14 marchioness, marshmallow, mashed, misshape, moon-
 15 shiny, nationhood, noxiousness, lashing, licentious,
 16 lusciousness, rakishness, refreshing, replenishing, rashly,
 17 rashness, washing, washable, wash-house, lashing,
 18 hashish, hush-money, apostleship, crashing, graciously,
 19 avariciously, ambitiously, efficaciously, gnashing, clashing,
 20 censure, censurable, storeship.

(c) DOWNWARD *sh* USED FINALLY :—

1 push, pacha, plash, splash, plush, bush, blush, Joshua,
 2 cash, gash, crash, clash, squeamish, thickish, mash,
 3 smash, gnash, rash, wash, hush, parish, pernicious,
 4 situation, malicious, admonish, pugnacious, punctuation,
 5 banish, bearish, blackish, blemish, cherish, ambush,
 6 efficacious, Irish, alumish, tenacious, tarnish, burnish,
 7 pretentious, premonish, precocious, toyish, bumptious,
 8 trickish, tuition, dampish, delicious, farinaceous,
 9 veracious, fractious, fruition, vixenish, mulish, lamish,
 10 leash, licentious, loutish, luscious, roguish, aguish,
 11 refresh, replenish, waspish, accentuation, gracious,
 12 actuation, Ignatius, ticklish, factious, vanquish, sheepish,
 13 setacious, machine, sluggish, snow-shoe, sourish, sottish,
 14 specious, Spanish, squash, stylish, superstitious,
 15 sunshine, supposititious, malicious, marsh, Welsh.

(d) UPWARD *sh* USED INITIALLY :—

1 shackle, shagreen, shaker, shale, shallop, shallow,
 2 shallowness, shaly, shammer, shave, shaven, shawl, sheaf,

3 sheath, sheave, sheldrake, shell, shield, shelter, shimmer,
4 shiver, shoal, shoulder, shove, shifty, sugar, sugar-plum.

(e) UPWARD *sh* USED MEDIALY :—

1 patience, peevishness, brushing, thrashing, threshold,
2 toyshop, dashing, demolishing, demolished, dishevel,
3 dishing, fishing, flashing, facetiousness, fictitiously,
4 feverishness, finishing, fish-hook, polished, polishing,
5 abolishing, preciousy, proficience, propitiously, provincial-
6 ism, bishop, brutishness, brushing, flashing, fleshiness,
7 flourishing, foolishness, foppishness, vanishing, viciousness,
8 mendaciously, lashed, lavishing, rapaciousness, relishable,
9 relishing, relished, atrociously, embellishing, embellished,
10 sensationary, slashed, slashing, slavishness, successionist.
11 superficiality, marshaling, officialism, partiality, initialing,

(f) UPWARD *sh* USED FINALLY :—

1 palish, polish, abolish, prudish, bitterish, brutish, brush,
2 thinnish, finish, vanish, toughish, thresh, thrash, fish,
3 fichu, peevish, tush, demolish, dash, dish, fictitious,
4 feverish, flash, flush, facetious, propitious, flourish,
5 foolish, foppish, vicious, mendacious, modish, slash, lavish,
6 relish, atrocious, embellish, attenuation, reddish, rapacious,
7 nutritious, vivacious, vexatious, valuation, trash, tooth-
8 brush, disputatious, afresh, sapindaceous, sawfish, secreti-
9 tious, sinuation, slap-dash, slavish, slush, squarish,
10 stablsh, superficies, sweetish, Swedish.

(g) THE DOUBLE CONSONANT *shl* GENERALLY WRITTEN
UPWARD :—

1 providential, superficial, superficiality, deferential, pro-
2 vincial, provinciality, provincialism, partialist, partiality,
3 peevishly, lavishly, slavishly, presidential, beneficial,
4 brutishly, torrential, feverishly, foolishly, fleshly, fleshli-
5 ness, foppishly, specialist, specializing, speciality, specialty,
6 sacrificial, waspishly, initialing, Marshalsea, marshaling,
7 impartial, impartially, impartiality, snail-shell, tortoise-
8 shell, snappishly, sequential, residential, equinoctial,
9 pachalic.

[See also Exercise 51, par. (e).]

EXERCISE 113.

Upward and Downward Sh (continued)

Mr. Frederick Marsh.

Dear Sir,—Referring to the application of Joshua Cash for the situation of shopman in the Ashbourne Branch, I assure you the fellow is just a stylish shuffler, and no more. His rashness and his assurance were clearly shown in the shameful manner in which he spoke to Mr. Ashton. I think a shopman should be reasonably pushing; but this fellow's bumptiousness, ungraciousness, and pretentious ways are likely to be pernicious. I should relish the chance of punishing the man's impudence. He is mendacious to a degree, and if the situation is given to him he will simply shock all your shy customers by his shrill voice and his unblushing lies. His shifty ways, shallow wisdom, and foppish appearance annoy me very much, and I sincerely trust the specious rogue's services will be refused. Yours truly, James Walsh. (141)

EXERCISE 114.

















Upward and Downward Sh (concluded).

1. *The career of Samuel Cunliffe Lister (l up), the first maker of silk plush, shows how much can be done by a man who possesses patience and who shrinks from no trouble or opposition, but goes tenaciously on his way, brushing aside the obstacles raised by foolish or malicious people who seek to shackle his energies and dash his hopes by their officious advice, vexatious insinuations, and rash assurances of failure.* 2. *Mr. Lister's reply to all such censurers of his supposed foolishness was a shrug of the shoulders and a fresh and more vigorous expression of his decision to push on and finish his inventions.* 3. *He demolished all the obstacles raised by more sluggish men, and he positively relished the task.* 4. *He showed no slavish imitation of others, but sought by his own skill to attain his purpose.* 5. *He was successful in raising up a flourishing*

business, *but his invention of machinery for the utilization of silk waste showed, above all else, the shrewdness, the patience, and the powerful brain of the man.* 6. *He bought up a heap of silk waste—seeming rubbish—at a low valuation, and by the aid of machinery of his own invention, he was able to turn the shapeless stuff into plush of exquisite beauty and finish. Mr. Lister became Lord Masham in 1891.* 7. *He had a deep disrelish of the lavish praise given him by his admirers, and his preference was for a quiet life.* 8. *His death took place in 1906, at the advanced age of ninety-one.* (256)

EXERCISE 115.

Contractions.

 everything,  neglect-ed,  prospect,  character,
 characteristic,  danger,  dangerous,  messenger,
 stranger,  manuscript,  transcript,  transfer,
 transgress,  transgression,  peculiar-ity,  respect.

My dear fellow,—If you desire to have a fair prospect of achieving success in business life, you must do everything possible to deserve it. You must leave nothing to chance, and neglect nothing which can in any way win for you the respect of your neighbours. Transgress no rules of business; for your transgression will infallibly be followed by retribution in some way or other. Observe the maxim “Delays are dangerous,” and shun the danger by declining to transfer to to-morrow the affair which should receive your attention to-day. Try to leave peculiar and odd ways severely alone; for peculiarity is undesirable in a business man. Be very careful to read through every manuscript to which you are to attach your name. Insist on the strictest attention to details, even in a boy messenger. An error in a simple transcript may lose you a desirable customer. Endeavour to

maintain a high *character* for business-Like dealings, and have a sacred *respect* for a promise. *These are the characteristics which will help you to success, and your possession of them will strike a stranger more than anything else. Finally, I may remark, if these characteristics are neglected, it will be useless for you to expect to attain a high position in business life.*
 Yours truly, (214)

EXERCISE 116.

The Halving Principle.

In this Exercise, and in Exercises 117 to 127, the italic *t* or *d* signifies that the letter should be indicated by the halving principle.

(a) LIGHT LETTERS ARE HALVED FOR THE ADDITION OF *t* :—

- 1 pat, pet, pit, plat, pleat, plot, prate, spit, sprat, sprout,
- 2 split, taught, tout, tight, trite, straight, street, strut, chat,
- 3 chit, etched, coat, cat, Kate, crate, secret, clot, fight, fate,
- 4 feet, soft, flight, float, floats, freight, fret, fraught, fruit,
- 5 thought, throat, threat, east, iced, oust, shot, shut, shout,
- 6 shoot, mat, met, meat, moat, moot, mute, might, smite,
- 7 smites, summit, night, note, neat, naught, not, nut, sent,
- 8 light, let, lit, lot, loot, slight, salt, silt, slit, slate, port, part,
- 9 pert, pirate, tart, start, dart, dirt, chart, fort, avert, sort,
- 10 mart, smart, alert, squirt, squirts, art, arts, wait, wet,
- 11 weight, Watt, yet, yacht, hot, hit, hits, heat, heats, height,
- 12 whet, whets, tapped, stopped, sipped, swept, dipped, adept,
- 13 adapt, adapts, draped, chipped, Egypt, capped, craped,
- 14 scraped, skipped, escaped, clipped, equipped, flapped,
- 15 snapped, slept, slipped, shipped, shaped, reaped, wept,
- 16 wrapped, hopped, heaped, replete, deplete, depute, appetite,
- 17 imitate, imitates, rotate, irritate, pitched, patched, beached,
- 18 touched, stitched, trenched, entrenched, drenched,
- 19 crouched, screeched, scratched, fetched, vouched, thatched,
- 20 snatched, slouched, matched, notched, latched, reached,
- 21 bewitched, enriched, hitched, packed, picket, placate,

22 plucked, implicate, baked, booked, blacked, bracket,
 23 brackets, tacked, ticket, tickets, tract, tracts, strict, docked,
 24 docket, edict, checked, joked, jacket, jackets, eject, ejects,
 25 rejects, injects, sacked, sect, sects, bisect, dissect,
 26 transact, transacts, insect, insects, ransact, ransacts,
 27 shocked, shrieked, smacked, smocked, smoked, sneaked,
 28 racked, wrecked, hacked, left, lift, lifts, loft, sulfate, refit,
 29 refits, snuffed, engulfed, surfeit, unfit, unfits, refute, refutes,
 30 epithet, pushed, splashed, crashed, clashed, gnashed,
 31 rushed, washed, hashed, hushed, remote, sonnet, sonnets,
 32 peasant, pleasant, present, presents, bassinette, bassinettes,
 33 decent, descents, adjacent, resent, resents, recent.

(b) HEAVY LETTERS ARE HALVED FOR THE ADDITION OF *d* :—

1 bead, bed, beds, bread, brood, broods, bleed, bleeds, blood,
 2 deed, deeds, dead, died, aided, dried, dread, dreads, soldered,
 3 Jude, aged, edged, goad, goads, good, goods, grade, grades,
 4 greed, glowed, glade, glades, ogled, glued, glide, glides,
 5 void, viewed, evade, evades, writhed, wreathed, loathed,
 6 eased, oozed, treasured, leisured, measured, dubbed,
 7 drabbed, rubbed, ribbed, webbed, pebbled, bubbled,
 8 stabled, doubled, dabbled, cabled, gabled, fabled, resembled,
 9 dissembled, enabled, nibbled, labeled, libeled, wobbled,
 10 hobbled, quibbled, padded, beaded, budded, chided, jaded,
 11 candid, clouded, included, precluded, goaded, graded,
 12 faded, avoided, evaded, invade, invaded, envied, threaded,
 13 sounded, resounded, ended, descended, mended, landed,
 14 rounded, wounded, wended, shaded, shredded, shrouded,
 15 indeed, needed, kneaded, loaded, alluded, raided, waded,
 16 wooed, wielded, welded, endowed, hooded, paged, pledged,
 17 budged, bridged, staged, trudged, dredged, dodged, caged,
 18 encaged, gauged, engaged, grudged, fledged, voyaged,
 19 averaged, damaged, rummaged, enjoyed, singed, lodged,
 20 alleged, pillaged, bulged, deluged, raged, enraged, rigid,
 21 surged, waged, wedged, hedged, plugged, sprigged, begged,
 22 brigade, brigades, tugged, drugged, jagged, nagged, ragged,

23 *rigged, hugged, livid, levied, solved, absolved, resolved,*
 24 *unsolved, thieved, bathed, breathed, unscathed, clothed,*
 25 *seethed, soothed, smoothed, sobered, sabred, slobbered,*
 26 *cupboard, scabbard, laboured, powdered, foddered,*
 27 *shuddered, shouldered, mouldered, badgered, waged,*
 28 *beggared, degrade, sugared, laggard, augured, haggard,*
 29 *staggered, swaggered.*

(c) FINALLY HOOKED CONSONANTS MAY BE HALVED FOR
 EITHER *t* OR *d* :—

1 *paint, paints, pants, print, prints, sprints, plant, plants,*
 2 *supplants, splints, pained, pond, ponds, pounds, planned,*
 3 *sprained, bend, bends, blends, brand, brands, bent, bents,*
 4 *brunt, blunt, blunts, tent, tents, tints, Trent, stint, stints,*
 5 *stunt, stunts, trained, strained, strands, dent, dents, dint,*
 6 *dinned, drained, saddened, chant, chants, chained, joint,*
 7 *joints, joined, enjoined, cant, canned, scant, scanned,*
 8 *skinned, second, seconds, cleaned, craned, screened, gaunt,*
 9 *gained, grant, grants, grand, grained, ground, grounds,*
 10 *gleaned, glint, glints, quaint, squint, squints, faint, faints,*
 11 *find, finds, friend, friends, front, fronts, affront, affronts,*
 12 *vent, vents, vend, vends, thinned, enthroned, ascent,*
 13 *ascents, ascend, ascends, shunt, shunts, shunned, enshrined,*
 14 *mint, mints, mound, mounds, anoint, anoints, anent, lent,*
 15 *lend, lends, lands, rent, rents, round, rounds, rant, rend,*
 16 *rained, errant, errand, errands, went, wend, wends,*
 17 *want, wants, wont, wound, wounds, winds, haunt, haunts,*
 18 *hunt, hunts, hound, hounds, puffed, paved, proved, abaft,*
 19 *braved, tuft, tufts, deft, dived, drift, drifts, draughts,*
 20 *chapped, coughed, cuffed, craft, crafts, craved, gift, gifts,*
 21 *grafts, engrafts, grieved, engraved, grooved, quaffed, raft,*
 22 *rafts, rift, rifts, raved, roofed, waft, wafts, west, waved,*
 23 *haft, hafts, heaved, upheaved, behaved, pretend, pretends,*
 24 *despond, disappoints, buttoned, brightened, patent, patents,*
 25 *disband, disbands, append, appends, harpooned, disci-*
 26 *plined, distend, extend, extends, distant, destined, festooned,*
 27 *accident, accidents, resident, residents, unbent, unbend,*

28 unbends, stand, stands, sextant, sextants, cogent, urgent,
 29 pungent, regent, regents, refulgent, enchant, trenchant,
 30 merchant, merchants, piquant, beckoned, descant, descants,
 31 recant, recants, awakened, applicant, applicants, sickened,
 32 cleaned, declined, reclined, inclined, unskinned, dragooned,
 33 regained, refined, refund, unfound, infant, infants, elephant,
 34 elephants, invent, invents, Bullivant, solvent, solvents,
 35 payment, payments, bemoaned, dement, sediment,
 36 encroachment, encroachments, enjoyment, sacrament,
 37 sacraments, inclement, agreement, agreements, bereave-
 38 ment, cement, cements, easement, punishment, banishment,
 39 moment, moments, lament, laments, raiment, Poland,
 40 Poland's, Bolland, talent, talents, Jalland, calends, gallant,
 41 gallants, volunteer, silent, Solent, relent, relents, discerned,
 42 unearned, parent, parents, spurned, burnt, burned, torrent,
 43 torrents, churned, adjourned, scorned, current, currents,
 44 Farrant, mourned, learnt, learned, Derwent, bloodhound,
 45 bloodhounds, behind.

(d) IN WORDS OF MORE THAN ONE SYLLABLE A LETTER MAY GENERALLY BE HALVED FOR THE ADDITION OF EITHER *t* OR *d* :—

1 patted, petted, pitied, plated, spotted, sprouted, sprinted,
 2 boated, bloated, bruited, taunted, tinted, daunted, deputed,
 3 charted, jointed, canted, descanted, recanted, granted,
 4 glinted, fated, floated, freighted, sifted, lifted, voted,
 5 invited, thirsted, ousted, shouted, mated, meted, noted,
 6 secreted, scented, looted, salted, stilted, tilted, jolted,
 7 rated, rooted, righted, waited, hated, heated, hooted,
 8 quitted, quilted, welted, imputed, whetted, planted,
 9 implanted, grated, flaunted, fluted, vaulted, assaulted,
 10 assorted, asserted, merited, smarted, snorted, looted,
 11 allotted, darted, started, weighted, plaudit, plaudits,
 12 pundit, expedite, alphabet, alphabetical, between, detach,
 13 detachment, detached, decreed, decried, descried, budget,
 14 pledget, fidget, fidgets, midget, midgets, legitimate, wretched.

15 *brocade*, *brocades*, *ambuscade*, *castigate*, *abnegate*, *fumi-*
 16 *gate*, *elongate*, *investigate*, *investigates*. *invigorate*,
 17 *integrate*, *disintegrate*, *ingratitude*, *dentoid*, *tablet*, *doublet*,
 18 *dribblet*, *goblet*, *orbit*, *rabbit*, *papered*, *tapered*, *capered*,
 19 *whispered*, *pottered*, *pestered*, *bolstered*, *cloistered*,
 20 *clustered*, *mastered*, *battered*, *tottered*, *destroyed*, *chat-*
 21 *tered*, *scattered*, *clattered*, *cushioned*, *cautioned*, *appor-*
 22 *tioned*, *inotioned*, *glittered*, *frittered*, *inveterate*, *spluttered*,
 23 *shattered*, *muttered*, *entered*, *centred*, *loitered*, *retrieved*,
 24 *puckered*, *peopled*, *toppled*, *dappled*, *coupled*, *grappled*,
 25 *supplied*, *replied*, *prattled*, *bottled*, *scuttled*, *victualled*,
 26 *settled*, *mottled*, *mantled*, *rattled*, *wattled*, *pickled*,
 27 *buckled*, *trickled*, *chuckled*, *cackled*, *cycled*, *shackled*,
 28 *tinkled*, *wrinkled*, *heckled*, *offered*, *suffered*, *pilfered*,
 29 *Alfred*, *Wilfred*, *Stamford*, *suitcd*, *seated*, *stuttered*, *stated*,
 30 *ushered*, *clamoured*, *rumoured*, *hammered*, *simmered*,
 31 *mannered*, *baffled*, *trifled*, *scuffled*, *shuffled*, *muffled*,
 32 *ruffled*, *rifled*, *marshaled*, *initialed*, *paneled*, *tunneled*,
 33 *channeled*, *kenneled*, *funneled*, *pillared*, *Pollard*, *dullard*,
 34 *collared*, *colored*, *discolored*, *referred*, *deferred*, *celebrate*,
 35 *Albert*, *filbert*, *box-wood*, *log-wood*, *firewood*, *greenwood*,
 36 *Fleetwood*, *Collingwood*.

(e) *-ward* AND *-yard* ARE EXPRESSED BY HALF-LENGTH *w* AND HALF-LENGTH *y* RESPECTIVELY :—

1 *backward*, *forward*, *onward*, *inward*, *upward*, *outward*,
 2 *awkward*, *earthward*, *downward*, *Edward*, *southward*,
 3 *leeward*, *rearward*, *reward*, *Woodward*, *wayward*, *backyard*,
 4 *stockyard*, *dockyard*, *graveyard*, *halyard*, *Appleyard*,
 5 *thwart*.

(f) THE CONSONANTS *m*, *n*, *l*, AND *r* ARE HALVED AND THICKENED FOR THE ADDITION OF *d* :—

1 *mad*, *mid*, *amid*, *mud*, *made*, *aimed*, *seemed*, *steamed*,
 2 *stemmed*, *palmed*, *primed*, *plumed*, *beamed*, *bloomed*,
 3 *brimmed*, *timid*, *timidity*, *timed*, *trimmed*, *streamed*,
 4 *deemed*, *dimmed*, *dreamed*, *chimed*, *gemmed*, *calmed*,

5 combed, skimmed, screamed, climbed, claimed, gummed,
 6 begrimed, gleamed, famed, flamed, framed, thumbled,
 7 thrummed, assumed, presumed, resumed, shamed,
 8 shammed, maimed, embalmed, numbed, named, lamed,
 9 slammed, armed, disarmed, unarmed, unharmed, rammed,
 10 rimmed, roamed, humid, humidity, hemmed, hummed,
 11 need, annoyed, nod, owned, gnawed, send, sending, sand,
 12 sound, signed, stoned, swooned, poisoned emblazoned,
 13 designed, chastened, christened, glistened, fastened,
 14 Gravesend, thousand, seasoned, moistened, crimsoned,
 15 unending, listened, lessened, reasoned, resigned, wizened,
 16 yearned, old, piled, paled, pealed, palled, boiled,
 17 broiled, bowled, baled, toiled, tilled, tiled, tolled,
 18 unsettled, distilled, extolled, doled, chilled, cajoled,
 19 killed, skilled, scold, scald, quelled, squealed, foiled,
 20 failed, felled, field, veiled, availed, reviled, mailed,
 21 mauled, mould, untrammelled, smiled, nailed, kneeled,
 22 annulled, annealed, snarled, lulled, railed, ruled,
 23 reeled, imperiled, bewailed, wield, held, hold, haled,
 24 yield, yelled, quailed, impelled, aired, soared, stored,
 25 steered, peered, paired, despaired, implored, bored,
 26 bard, tired, retired, bestirred, festered, dared, adored,
 27 charred, jarred, injured, cord, scored, scared, card,
 28 cleared, secured, unsecured, fired, fared, ford, afford,
 29 floored, veered, revered, shared, assured, insured,
 30 marred, moored, smeared, besmeared, manured, snored,
 31 sneered, snared, hard, heard, hoard, hired, acquired,
 32 required, inquired, squared, impaired.

(g) *It* IS WRITTEN UPWARD, EXCEPT AFTER *n*, *ng*, *w*, OR *kw* :—

1 let, late, lute, pelt, pelts, spelt, pilot, belt, belts, bolt, bolts,
 2 ballot, billet, bullet, bullets, tilt, tilts, silt, stilt, stilts, wilt,
 3 dolt, dolts, adult, dealt, delight, delute, dilutes, jilt, jolt,
 4 jolts, kilt, kilts, colt, cult, occult, Kellet, guilt, gullet, fault,
 5 faults, felt, fillet, vault, vaults, revolt, rivulet, athlete,
 6 athletes, assault, assaults, salute, salutes, gaslight, rushlight,
 7 shallot, malt, melt, melts, omelet, amulet, gimlet, smelt,

8 smelts, hamlet, leaflet, lilt, starlight, relate, relates, halt,
9 halts, hilt, inlet, sunlight, moonlight, knelt, ringlet,
10 dwelt, quilt, quilts.

(h) THE CONSONANTS *mp* AND *ng*, WHEN HOOKED INITIALLY OR FINALLY MAY BE HALVED FOR *t* OR *d* :—

1 impugned, impound, impend, clambered, scampered,
2 lumbered, limbered, slumbered, rampart, ramparts,
3 whimpered, hampered, angered, anchored, tankard, tin-
4 kered, drunkard, conquered, fingered, lingered, hankered,
5 hungered.

EXERCISE 117.

The Halving Principle (continued).

See Note at the head of Exercise 116.

GRAMMALOGUES.

called, cannot, — could, — great, — not, — short, — told,
toward, that, without.

1. Keep a strict eye upon the little points ; see that they are attended to, and you will be greeted as a man of tact and good business habits. 2. Bear in mind that devotedness to business need not induce an air of crabbiness in any man. 3. Kindness of heart need not be killed by astuteness of mind. 4. The merchant who is easily annoyed is voted a nuisance, and is seldom welcomed in any society. 5. There are men who have fought their way to fortune and conquered in spite of bodily ailments, and yet have managed to retain a gentleness of manner that endears them to all who know them. 6. Why should one's good feelings be blunted by great success in life ? 7. See if you cannot be charitable, even while you are exact. 8. Give people credit for good intentions, though you may argue about the price of their articles. 9. Be proud to own merit wherever you find it ; and try to discover a bright spot in

the blackest cloud. 10. Do not, in short, seek to discount the happiness which may be yours if you will only go a little out of your way to find it. 11. You need not be told that a good deed is a fount from which will spring pleasant thoughts and kindly memories. 12. You should try to act towards those whom you are called upon to meet in business as, without doubt, you desire them to act towards you. 13. How could it be said that you deserved better treatment than you gave? (254)

EXERCISE 118.

The Halving Principle (continued).

See Note at the head of Exercise 116.

1. He cannot be called great who does less than his best in any position of trust. 2. In short, he who could have done more and did not, is not even an honest man. 3. That, I think, goes almost without saying. 4. We do not always turn an eye of delight toward those who have told us of our faults; but you know that the little hints I have ventured to give for your guidance have been written for your good, and I have a great faith in you, that you will see that they are turned to good account. 5. I cannot think that you will make light of my efforts, or that they will be spurned by you as of little account. 6. Far from it. 7. I am certain that you will note the sentences; turn them over in your mind, and if you find they touch upon a fault that you have been guilty of, that you will see to it that you are not caught again in the same net. 8. Am I not right, and have I not gauged your intentions accurately? 9. I am glad to think that you agree. 10. I feared, at first, that you might feel annoyed, and that I should have spared your feelings. 11. Let me, as an old man, add that a good beginning goes a long way towards a good ending, and that if you earnestly desire to amend your faults you should begin now. (240)

EXERCISE 119.

The Halving Principle (continued).

See Note at the head of Exercise 116.

1. *We have been told by a learned man that without doubt the great fault of men is not to know where to stop ; not to be satisfied in the possession of any moderate acquirements ; but to lose all we have gained in a greedy hunt for more.* 2. *The statement was made as the result of mature thought and keen study of mankind, and its accuracy cannot, we fear, be denied for a moment.* 3. *Have we not all heard of men of wealth who have been reduced to extreme need in their old age through the failure of some mad scheme which they entered into in the hope of finding still greater wealth, and of thus extending their power in the country ?* 4. *If their wild plans had succeeded how much better off could these men have hoped to be for the short time they had to remain in the world ?* 5. *They hurried to find more, and they failed to hold that which they had already saved.* 6. *They turned their eyes toward a false light, and they were led astray.* 7. *The drunkard is rightly called a madman ; but he is quite as mad who allows his reason to be clouded by greed.* (200)

EXERCISE 120.

The Halving Principle (continued).

See Note at the head of Exercise 116.

1. *It was Edmund Burke, a noted statesman and a profound thinker, who said that the first accounts we have of mankind are but so many accounts of their butcheries, and that all empires have been cemented in blood.* 2. *He points out that it involved the sacrifice of many hundreds of thousands of lives to spread the fame and found the name of one of the military leaders whom the world looks upon as a grand hero.*

3. *The disputes between the ancient Greek states, he says, form one of the most dreadful scenes in history ; and one marvels to find that such a small spot was able to produce men enough to sacrifice to the pitiful ambition of possessing five or six thousand more acres of land, or a few more villages.* 4. *Yet, he adds, to see the acrimony and bitterness which entered into these disputes ; the armies which were cut off ; the fleets that were sunk and burnt ; the cities that were sacked, and their peoples slaughtered and captived ; one might be induced to think that the decision of the fate of mankind, at least, depended upon it.* 5. *But, he goes on to say, these disputes ended, as all such have ever done, and ever will do, in a loss of power by all parties ; a momentary shadow and dream of power in some one ; and the bending of all to the yoke of an outsider, who knows how to profit by their divisions.* 6. *There is no need, says Burke, to exaggerate these frightful evils, and he purposely avoids a show of eloquence in laying these facts bare to the world.* 7. *And, certainly, we who read accounts of the torrents of human blood which were shed by the fierce men of old, are bound to agree that exaggeration is not needed to increase the horror of the recital.* (308)

EXERCISE 121.

The Halving Principle (continued).

See Note at the head of Exercise 116.

Mr. Edward Smart.

Dear Sir,—We enclose invoices in duplicate for the patent bed quilts kindly ordered on the fourth of October. We sent them to-day, packed as you desired, to the East Dock, for shipment per steamer "Madoline." We also enclose statement for the goods, discount deducted, as requested. We trust the quilts will have a rapid sale, resulting in a good profit, and we hope the present will be followed by many similar transactions. Yours faithfully, Alfred Broadhurst and Sons.

EXERCISE 122.

The Halving Principle (continued).

See Note at the head of Exercise 116.

Messrs. Kellett and Woodward.

Dear Sirs,—Your shipment of soft felt hats invoiced on the 25th ultimo came duly to hand, and as the goods exactly suited our customers we made very rapid sales and cleared the lot at good prices. We enclose our sight draft on Lloyds Bank, to settle the amount of your account, and we shall be obliged if you will kindly forward receipt per return mail. Referring to your esteemed favor of the 20th ultimo, we are waiting on our friends who inquired about the emblazoned prints, and we trust the patterns you forwarded may be found to please them. We will write you the result of our efforts in a few days. Will you kindly note that the twilled sheets as per our indent, No. 56, need not be insured on your side? Yours truly, Maddox and Greenwood (145).

EXERCISE 123.

The Halving Principle (continued).

(a) HALF-SIZED *t* OR *d* IS ALWAYS DISJOINED WHEN IMMEDIATELY FOLLOWING THE CONSONANT *t* OR *d*.

In the following words, the syllable which is to be disjoined is preceded by a hyphen :—

- 1 precipita-ted, perpetra-ted, prostra-ted, protru-ded,
- 2 obtru-ded, oblitera-ted, tra-ded, tro-tted, trea-ted, ti-ded,
- 3 tou-ted, tri-dent, ta-tooed, too-ted, stru-tted, straigh-tened,
- 4 stri-dent, titra-ted, tigh-tened, atti-tude, toa-died,
- 5 situa-ted, da-ted, do-ted, edi-ted, doub-ted, do-tted,
- 6 drea-ded, dea-dened, de-tained, devasta-ted, denta-ted,
- 7 desidera-ted, dicta-ted, die-ted, die-tetic, di-etetical,
- 8 depreda-ted, agita-ted, extra-dite, credi-ted, expectora-ted,
- 9 crepita-ted, crusta-ted, cogita-ted, expedi-ted, oxida-ted,

10 sequestra-*ted*, frustra-*ted*, filtra-*ted*, effectua-*ted*, felicita-
 11 *ted*, fluctua-*ted*, foreda-*ted*, vegeta-*ted*, estrea-*ted*,
 12 imita-*ted*, amputa-*ted*, maltrea-*ted*, necessita-*ted*, anteda-
 13 *ted*, inunda-*ted*, annota-*ted*, intru-*ded*, entrea-*ted*, intimida-
 14 *ted*, illustra-*ted*, liquida-*ted*, elucida-*ted*, resuscita-*ted*,
 15 rota-*ted*, retrea-*ted*, irrita-*ted*, rehabilita-*ted*, hesita-*ted*,
 16 hydra-*ted*, super-abound, super-abundant, super-
 17 abundance, strati-*fy*, strati-*fied*.

(b) HALF-SIZED STROKE *s* MAY BE WRITTEN UPWARD AFTER THE *-tion* HOOK WHERE NECESSARY, AS IN THE FOLLOWING WORDS :—

- 1 liberationist, salvationist, fashionist, restorationist, excur-
- 2 sionist, progressionist, educationist, eLocutionist.

The half-sized stroke *s* is written downward in the following and similar words :—

- 1 passionist, abolitionist, prohibitionist, evolutionist, revolu-
- 2 tionist, obstructionist, protectionist, insurrectionist.

(c) HALF-LENGTH UPWARD *r* MUST NOT STAND ALONE, NOR WITH A FINAL CIRCLE ONLY ADDED.

The stroke *t* must, therefore, be written in such words as :—

- 1 rate, wrote, write, writes, rat, rats, roots, wrought, rout,
- 2 irate, orate, orates ;

But the half-length upward *r* may be employed in words like the following :—

- 1 sport, support, blurt, tart, start, saturate, saturates, saturat-
- 2 ing, dart, darts, darting, jurat, caret, skirt, skirts, claret,
- 3 squirt, squirts, squirting, wheel-wright, impart, imparts,
- 4 imparting, import, fort, forts, flirt, flirts, avert, averts,
- 5 averting, assort, assorts, assorting, sort, sorts, sorting,
- 6 mart, martin, merit, merits, demerits, alert, lacerate,
- 7 lacerates, exhilarates, ulcerates, exert, exerts, exerting,
- 8 parrot, parrots, Barrett, turret, indurate, exaggerate,
- 9 chlorate, garret, garrets, ferret, ferrets, smarten, smartened,
- 10 cellaret, collaret.

(*d*) HALF-LENGTH UPWARD *r* MAY BE USED FOR *rd* IN MONOSYLLABLES WHERE THE DOWNWARD FORM IS NOT CONVENIENT, AS IN:—

- 1 *lard*, *laird*, *lured*, *leered*, *gored*, *gourd*, *glared*, *geared*,
- 2 *slurred*.

(*e*) A HALF-LENGTH STROKE MUST NOT BE JOINED TO ANOTHER STROKE UNLESS THERE IS AN ANGLE AT THE POINT OF JUNCTION.

In words like the following, the *t* or *d* must be written in full :—

- 1 popped, peeped, propped, pooped, probed, probate,
- 2 probatory, bobbed, bribed, judged, adjudged, cooked,
- 3 crooked, cracked, kicked, creaked, cricket, croaked,
- 4 caked, caulked, clicked, eclectic, clacked, croaked, cloaked,
- 5 clucked, clogged, clogged, quaked, squeaked, segregate,
- 6 gagged, fagged, flagged, flogged, fact, effect, suffocate,
- 7 pacificatory, afflict, deflect, flaked, infect, effectual,
- 8 fagot, navigate, vacate, evict, revoked, thicket, liked,
- 9 looked, licked, lacked, locked, slaked, select, dialect,
- 10 dialectic, dialectical, dislocate, disliked, silicate, sulked,
- 11 shelled, shield, milked, mulct, relict, frolicked, bulked,
- 12 bilked, harried, horrid, hurried, abhorred, adhered,
- 13 reheard, dehort, roared, reared, upreared, mirrored, weird,
- 14 award, worried, wearied, wired, propound, mapped,
- 15 mopped, mobbed, imbibed, mashed, meshed, smashed,
- 16 lashed, slashed, polished, famished, ambushed, unblem-
- 17 ished, denote, slip-knot, topknot, obstinate, minute,
- 18 emanate, effeminate, laminate, abominate, promenade,
- 19 dominate, incriminate, discriminate, fulminate, ruminate,
- 20 animate, inanimate.

(*f*) FINAL *t* OR *d*, WHEN FOLLOWED BY A SOUNDED VOWEL MUST BE WRITTEN IN FULL :—

- 1 pity, pretty, putty, body, tattoo, treaty, dado, daddy,
- 2 chatty, Judy, Jeddo, Cato, Kitty, cotta, cutty, giddy, goody,
- 3 greedy, fatty, flighty, fruity, fifty, lofty, mufti, throaty,
- 4 hasty, smutty, mighty, middy, meadow, muddy, knotty,

5 shanty, lattice, alto, party, dirty, charity, security, forty,
 6 verity, variety, authority, assertive, temerity, hilarity,
 7 rarity, wordy, weighty, witty, yeasty, absentee, needy,
 8 windy, bandy, agenda, candy, shindy, hardy, brandy,
 9 sandy, haughty, jollity, unwieldy, quota, tardy, Florida.

(g) THE CONSONANTS *l-d* AND *r-d* MUST BE WRITTEN IN FULL, IF A SOUNDED VOWEL COMES BETWEEN THE LETTERS :—

1 pallid, pillowed, ballad, bullied, outlawed, dallied, delayed,
 2 delude, jellied, collide, collude, gullied, followed, valid,
 3 valued, volleyed, invalid, sullied, solid, stolid, swallowed,
 4 wallowed, willowed, shallowed, malady, mellowed, melody,
 5 inlaid, unload, unloading, lad, led, lid, allowed, loud, lied,
 6 rallied, relaid, waylaid, Valladolid, hallowed, hollowed,
 7 holiday, high-road, parody, parried, burrowed, buried,
 8 borrowed, tarried, tirade, deride, carried, corrode, scurried,
 9 chloride, curried, gloried, furrowed, flurried, varied,
 10 thyroid, Ethelred, arrayed, erode, sorrowed, storied,
 11 serried, charade, married, narrowed, inroad, lurid, salaried,
 12 pilloried, galleried, wearied, worried, queried, preparedness.

(h) MISCELLANEOUS WORDS IN WHICH THE HALVING PRINCIPLE IS APPLIED :—

1 widowed, Walford, Thwaites, Tennant, shetland, Portland,
 2 Prescott, Nugent, mountain, Merton, Maitland, Madely,
 3 London, candle, scandal, Chesterfield, Broadway, Bedford,
 4 Atwood, Antony, zoned, yawned, recount, recounts, wooded,
 5 worshipped, wont, witnessed, withered, wickered, whooped,
 6 whippet, watched, dead-weight, blood-heat, volumed,
 7 vivified, rarefied, visited, answered, visored, officered,
 8 voidance, vindicate, vindicated, vendetta, veldt, invent,
 9 inventory, Vandyke, valved, vaunt, vapid, vapidly,
 10 vapored, vacillate, used, uttered, usurped, upstart,
 11 uproot, behaved, upheaved, untutored, upbraid, unsound,
 12 unsupported, unscathed, unraveled, relent, pestilent,
 13 unpaved, unoffending, explained, undimmed, estimate,

14 *estimated*, *unshackled*, *twilled*, *twitched*, *toddled*, *turreted*,
 15 *started*, *thwarted*, *twisted*, *tugged*, *tubed*, *turbid*, *turbidity*,
 16 *trucked*, *trudged*, *traveled*, *trawled*, *trafficked*, *attracted*,
 17 *sported*, *pirated*, *dirtied*, *skirted*, *garroted*, *tort*, *retort*,
 18 *distort*, *toned*, *entitled*, *thrashed*, *thrived*, *threaded*, *clapped*,
 19 *thoughtful*, *thoughtless*, *rivet*, *riveted*, *tattered*, *tasted*,
 20 *attend*, *attendant*, *retained*, *distrained*, *attentive*, *atten-*
 21 *tively*, *tumbled*, *stumbled*, *resembled*, *grumbled*, *replete*,
 22 *risked*, *masked*, *whisked*, *talent*, *Solent*, *talented*, *tamarind*,
 23 *unturned*, *taunting*, *tauntingly*, *symmetry*, *system*, *sys-*
 24 *tematic*, *systematical*, *energetic*, *synthetical*, *syringed*,
 25 *fringed*, *arranged*, *disarranged*, *strapped*, *strict*, *strictly*,
 26 *swopped*, *sword*, *swordsman*, *switched*, *swift*, *swiftly*,
 27 *inked*, *blinked*, *clinked*, *banked*, *swarmed*, *swathed*,
 28 *suspend*, *appoint*, *appointing*, *respired*, *surmount*, *sur-*
 29 *mounts*, *sustained*, *survived*, *surcharged*, *supped*, *sunlit*,
 30 *suggested*, *succumbed*, *succored*, *subvert*, *subsisted*, *submit*,
 31 *submitted*, *submerged*, *subjoined*, *subjugate*, *stemmed*,
 32 *struggled*, *stopped*, *stocked*, *starched*, *parched*, *marched*,
 33 *birched*, *squirmed*, *speckled*, *spent*, *spend*, *spends*, *solved*,
 34 *snort*, *snorts*, *assortment*, *smiled*, *slobbered*, *snapped*,
 35 *smelted*, *pillaged*, *sleet*, *slightly*, *shutting*, *shouted*, *sheltered*,
 36 *shaved*, *severed*, *serrated*, *sergeant*, *sergeants*, *sequestered*,
 37 *servant*, *observant*, *servants*, *infants*, *seceded*, *saved*,
 38 *deceived*, *relieved*, *rodent*, *rodents*, *pardoned*, *riband*,
 39 *resumed*, *presumed*, *arrested*, *resignedly*, *reputed*, *reseated*,
 40 *report*, *reported*, *reporting*, *reports*, *rectify*, *rectified*, *reflect*,
 41 *reflected*, *regiment*, *regiments*, *ratify*, *gratify*, *gratified*,
 42 *punt*, *pound*, *procured*, *problematic*, *portend*, *plastered*,
 43 *posted*, *pacified*, *overcrowded*, *neighbored*, *musket*, *mortal*,
 44 *maudlin*, *liberate*, *liberated*, *knit*, *knitted*, *accountant*,
 45 *ingrained*, *insert*, *inserted*, *impolite*, *penitent*, *penitents*,
 46 *habited*, *gripped*, *gladdened*, *genteel*, *fortified*, *facilitate*,
 47 *except*, *excepted*, *eliminated*, *eject*, *ejected*, *drilled*, *delved*,
 48 *decked*, *vanished*, *corked*, *coasted*, *sampled*, *trampled*,
 49 *acted*, *gutted*, *breadth*, *bounded*, *grounded*, *rounded*,
 50 *wended*, *bigoted*, *shunt*, *shunts*, *approved*, *braved*.

(i) THE CONSONANTS *mp* AND *ng* CANNOT BE HALVED UNLESS THEY ARE HOOKED.

In the following and similar words the *t* or *d* must be written in full :—

- 1 impute, ambit, ambidexter, embattle, embayed, embed,
- 2 embedding, embitter, imbued, crumpet, trumpet, gambit,
- 3 stampede, shampooed, pronged, banged, tongued, stringed,
- 4 clanged, fanged, thronged, hanged, longed, belonged,
- 5 prolonged, ringed, wronged, harangued.

EXERCISE 124.

The Halving Principle (continued).

See Note at the head of Exercise 116.

1. *Not even the wisest and most prudent merchant can predict an absolute certainty of gain for a new venture.* 2. *He cannot be exactly certain that things will fall out just as he hopes, and that sales will result as readily and as profitably as he may desire.* 3. *In short, he must risk a great deal in spite of all his foresight, and without risk he cannot hope to succeed.* 4. *We are told that some of those gifted and successful men toward whom we turn for guidance and advice have been guilty of the same business errors that we have fallen into; but they learned to avoid them, so that they could not be caught repeatedly in the same snare.* 5. *And this is one of the great lessons we are called upon to learn from these clear minded men, who have made their way and won fortunes in spite of obstacles that might easily have daunted men of less ability and breadth of mind.* 6. *In fact, I dare say it is true to state that the successes of some of these men were actually scored through, or on account of, the very obstacles which appeared to bar their way, but which their resolute hearts determined should not stop their forward career.* 7. *They felt a positive delight in measuring their powers against the troubles that rose up in front of them; and they conquered these troubles, not so much on account of the wealth they might*

gain there-by, but for the reason that they declined to admit that they could be beaten at the first effort to climb the ladder of fortune. 8. To parody an old saying, "It is better to have tried and failed, than not to have tried at all." (290)

EXERCISE 125.

The Halving Principle (continued).

See Note at the head of Exercise 116.

1. A certain professor has pointed out that a baby learns more rapidly than the most gifted scholar, trained and educated in the highest seminaries in the land. 2. Is it not amazing in how short a time Baby gets to know a great deal about the mighty world in which he has so recently landed? 3. He finds he is surrounded by friends whom he does not know, and by things which are entirely strange to him. 4. Yet he and his friends are soon acquainted, and he seldom fails to greet them on their appearance. 5. His eyes are turned swiftly backward and forward, upward and downward, in the room in which he is placed. 6. He has sometimes an apparently thoughtful look, as though he were mentally noting the many and varied articles presented to his view. 7. He sees and knows his parents the moment they step into the room, and his little hands are lifted upward toward the one who should lift him from his cot. 8. He will just as readily resent the attentions of those who have, as he thinks, intruded upon him, or treated him unkindly. 9. Then, as the professor has intimated, Baby must learn to find his way in safety about the streets of the town or the lanes of the country place in which he lives. 10. All the things he sees must be written indelibly upon his mind, named and ticketed, as it were, rooted and fixed so firmly in his brain that they will remain there while memory endures. 11. Try to estimate the quantity of facts which Baby has to get hold of; note the short time in which he does it; and then imagine the state of mind of a grown man who was obliged to face the same task. (294)

EXERCISE 126.**The Halving Principle** (continued).

See Note at the head of Exercise 116.

MESSRS. Stamford and Martin.

Dear Sirs,—We are greatly obliged by your favor of the 10th instant, and, as requested, we enclose a copy of our illustrated catalogue of our patent short wind watches in plated metal cases. We cannot say how deeply we regret that our traveller has not yet called upon you, and that you have been put to the trouble of writing us. We have told him to call upon you without fail on his visit to your town toward the end of October. He could easily have shown you samples of the goods named in the enclosed list, and you could have judged better the value of them, had he called last month, as we ordered him. We shall be pleased to forward you an assortment of any of the watches included in the list, and we can assure you that they are absolutely reliable goods. Yours faithfully, Godfrey Maddox and Sons. (156)

EXERCISE 127.**The Halving Principle** (concluded).

See Note at the head of Exercise 116.

Mrs. Wood.

Dear Madam,—We regret that we cannot supply a match for the high grade tea service referred to in your note of Saturday last, at such very short notice. We can readily manage it toward the end of the present month, if you can arrange to do without it until then. Our Mr. Blackwood called on the makers last Monday, and urged upon them the necessity of the case; but he was told that it was simply not possible to make the plates sooner. We have great faith in the expressed desire of the firm to oblige us, as the transactions between them and us are very extensive. If you are in town to-morrow we shall be glad if you will kindly give us a call. We are, Madam, Yours faithfully, Blackwood and Mayfield. (136)

EXERCISE 128.

The Double-Length Principle.

In this Exercise, and in Exercises 129 to 133 inclusive, the italic type indicates (in words other than grammalogues or contractions) the letter or syllable which is to be doubled in length.

(a) CURVED CONSONANTS ARE DOUBLED IN LENGTH FOR THE ADDITION OF *tr*, *dr* OR *thr* (HEAVY) :—

- 1 *fatter*, *fetter*, *fitters*, *father*, *fatherly*, *father-in-Law*, *father-*
- 2 *land*, *fatherless*, *floater*, *flatter*, *flitters*, *flutter*, *fluters*,
- 3 *sifter*, *sifters*, *swifter*, *softer*, *fighter*, *freighter*, *fritter*,
- 4 *voter*, *voters*, *thither*, *thitherward*, *aster*, *asters*, *Easter*,
- 5 *easterly*, *Austerlitz*, *oyster*, *oysters*, *sister*, *sisters*, *sisterly*,
- 6 *sisterhood*, *sister-in-Law*, *Zuyder Zee*, *shatter*, *shatters*,
- 7 *shattering*, *shutter*, *shooter*, *shooters*, *matter*, *matters*,
- 8 *smatter*, *smatterer*, *meter*, *meters*, *motor*, *motors*, *mutter*,
- 9 *mitre*, *smiter*, *mouther*, *mother*, *motherly*, *mothers*, *neater*,
- 10 *knitter*, *natter*, *neither*, *neuter*, *another*, *enter*, *enters*,
- 11 *centre*, *centres*, *entering*, *centering*, *central*, *centralize*,
- 12 *centralizing*, *centralization*, *centric*, *central*, *enteritis*,
- 13 *enteric*, *saunter*, *saunters*, *sauntering*, *sunder*, *Sunderland*,
- 14 *sender*, *senders*, *cinder*, *Cinderella*, *senator*, *lighter*,
- 15 *lighters*, *loiter*, *loiters*, *latter*, *letter*, *letters*, *litter*, *later*,
- 16 *litre*, *slighter*, *slater*, *slaters*, *slaughter*, *slaughters*, *alter*,
- 17 *alters*, *altering*, *alterable*, *altarcloth*, *psalter*, *Walter*,
- 18 *welter*, *welters*, *wilder*, *wilderness*, *swelter*, *halter*, *order*,
- 19 *orders*, *orderly*, *ardour*, *sorter*, *sorters*, *herder*, *hoarder*.

(b) DOUBLE-LENGTH CURVES (CONTINUED) :—

- 1 *shifter*, *lifter*, *lifters*, *laughter*, *refuter*, *refuters*, *grand-*
- 2 *father*, *provider*, *providers*, *coveter*, *coveters*, *invader*,
- 3 *inviter*, *inviters*, *elevator*, *elevators*, *excavator*, *riveter*,
- 4 *riveters*, *servitor*, *Zoroaster*, *peashooter*, *pulsometer*,
- 5 *diameter*, *gas-meter*, *chronometer*, *cyclometer*, *thermometer*,
- 6 *remoter*, *remitter*, *grandmother*, *stepmother*, *godmother*,
- 7 *grandfather*, *presenter*, *pleasanter*, *absenter*, *dissenter*,
- 8 *dissenters*, *decentralize*, *decentralization*, *accentor*,

9 eccentric, eccentrical, dysenteric, declinator, declinators,
 10 venerator, re-enter, re-enters, palter, palters, spelter,
 11 polluter, builder, builders, bolder, bilateral, tilter, tabulator,
 12 idolater, idolaters, diluter, adulator, dilator, jolter, collator,
 13 scald, gilder, gilders, falter, faltering, falteringLy,
 14 defaulter, vaulter, revolter, stockholder, leaseholder,
 15 householder, scrip-holder, gas-holder, stipulator, stimu-
 16 lator, smelter, mutilator, moulder, smoulder, smouldering,
 17 beholder, accumulator, dissimulator, emulator, modulator,
 18 insulator, insulators, insulter, annihilator, relater, holder,
 19 quilter, ambulator, porter, supporter, exporter, importer,
 20 barter, border, borderer, borderers, boarder, Tartar,
 21 tartaric, starter, darter, disorder, charter, charterer,
 22 assorter, smarter, snorter, hurter, imparter, assertor,
 23 resonator, wash-leather, Jacobs-ladder, misleader, breech-
 24 loader, muzzle-loader, ringLeader, backslider.

(c) DOUBLE-LENGTH CURVES (CONTINUED) :—

1 fender, fenders, offenders, fonder, founder, finder, bell-
 2 founder, vendor, vendors, inventor, inventors, lavender,
 3 thunder, thunders, thunderer, asunder, shunter, shunters,
 4 mender, mentor, mentors, fomenter, cementer, minder,
 5 reminder, reminders, remainder, mounter, surmounter,
 6 anointer, anointers, lander, islander, islanders, slander,
 7 slender, cylinder, cylinders, cylindric, cylindrical, cullender,
 8 calendar, calenderer, highlander, lowlander, impounder,
 9 imponderable.

(d) STRAIGHT LETTERS, WHEN FINALLY HOOKED, ARE DOUBLED IN LENGTH FOR THE ADDITION OF *tr* OR *dr* :—

1 painter, painters, pander, panders, spender, spenders,
 2 planter, splinter, splinters, supplanter, splendor, ponder,
 3 ponderable, pounder, pointer, banter, banters, bantering,
 4 banteringLy, banterer, bender, binder, bounder, brander,
 5 blunder, blunderer, blunderbuss, blundering, blunderhead,
 6 blender, absconder, taunter, taunters, tender, tendering,
 7 tinder, attainer, stander, standers, Tranter, dander,

8 *chanter, chanters, gender, jointer, canter, canters, kinder,*
 9 *counter, counters, seconder, gander, ganders, grander,*
 10 *granter, grunter, squinter, squander, squanders, squandering*
 11 *squanderer, ranter, ranters, render, surrender, surrenders,*
 12 *surrenderer, rounder, rounders, wander, wanderer, wanders*
 13 *winter, winterly, winters, wonder, wonders, winder, yonder,*
 14 *hunter, hunters, hinder, hinderer, hindermost, hinders,*
 15 *haunter, depender, decanter, engender, encounters, African-*
 16 *der, suspender.*

(e) STRAIGHT LETTERS, WHEN FOLLOWING ANOTHER STROKE,
 ARE DOUBLED IN LENGTH FOR THE ADDITION OF *tr* OR *dr* :—

1 *paper-cutter, paritor, apparitor, play-writer, play-writers,*
 2 *portage, preceptor, predictor, presbyter, prevaricator,*
 3 *procurator, prognosticator, projector, propagator, pros-*
 4 *pector, protector, protectors, protractor, operator,*
 5 *operators, backbiter, banqueter, barrator, bespatter,*
 6 *abnegator, abductor, abstracter, obstructor, objector,*
 7 *objectors, obturator, tractor, transactor, twitter, twittering,*
 8 *typewriter, typewriters, attractor, educator, dedicator,*
 9 *defecator, dejector, deprecator, depurator, dessicator,*
 10 *detractor, dictator, disputer, dissector, dissuader,*
 11 *distributer, diverter, duplicator, adapter, adductor,*
 12 *adulterator, eductor, edulcorator, chapter, chaff-cutter,*
 13 *gesticulator, adjudicator, captor, curator, castigator,*
 14 *extractor, exhibitor, acceptor, exceptor, exonerator,*
 15 *exacter, expurgator, explicator, expecter, garroter, glass-*
 16 *cutter, fabricator, foreboder, averter, vindicator, stricter,*
 17 *spectre, speculator, subjugator, subtractor, supplicator,*
 18 *suspecter, aspirator, moderator, mitigator, man-hater,*
 19 *masquerader, embroider, emendator, imitator, emancipator,*
 20 *nectar, news-writer, nomenclator, numerator, annotator,*
 21 *anticipator, inceptor, indicator, inductor, inflicter,*
 22 *instigator, investigator, inspector, inspectors, lubricator,*
 23 *letter-writer, liberator, celebrator, liquidator, elector,*
 24 *electoral, alligator, elaborator, illustrator, reflector,*
 25 *rector, rectors, rebutter, recuperator, refrigerator, rejecter,*

26 reverter, rotator, arbitrator, erector, wood-cutter, stone-
 27 cutter, Hector.

(f) IN COMMON WORDS *-ture* MAY BE INDICATED BY MAKING THE PRECEDING STROKE DOUBLE-LENGTH :—

- 1 *feature, features, future, futures, signature, adventure,*
- 2 *adventures, adventurer, adventuresome, adventurous,*
- 3 *adventurously, adventuress, picture, pictures, picture-book,*
- 4 *picture-frame, depicture, disrupture.*

(g) THE CONSONANT *mp* IS DOUBLED IN LENGTH FOR THE ADDITION OF *r*. THE CONSONANT *ng* IS DOUBLED IN LENGTH FOR THE ADDITION OF *kr* OR *gr* :—

- 1 *pamper, pimperl, pumper, plumper, bumper, Bamber,*
- 2 *tamper, temper, timber, attempter, attempterment,*
- 3 *temperament, distemper, damper, chamber, chamberlain,*
- 4 *chambermaid, jumper, camber, Cumberland, vamper,*
- 5 *thumper, simper, simperer, sombre, stumper, stamper,*
- 6 *amber, ambergris, ember, umber, Humber (tick *h*), shrinker*
- 7 *(shring-ker), shanker, (shang-ker), longer (long-ger).*

(h) AFTER INITIAL *l*, *dr* OR *thr* IS EXPRESSED BY THE HOOKED FORMS *]*, *)*, AND NOT BY DOUBLING THE LENGTH OF THE *l*. SIMILARLY, AFTER *f*, *sh*, *m*, THE SYLLABLE *dr* IS EXPRESSED BY *]*, AND NOT BY DOUBLING THE LENGTH OF THE *f*, *sh* OR *m*.

The double-length principle, therefore, is not used in the following or similar words.

- 1 *alder, alderman, elder, elderly, Alderley, older, ladder,*
- 2 *leader, louder, slider, lather, leather, Lowther (*l* up),*
- 3 *Luther (*l* up), feeder, fodder, shedder, madder, Modder.*

(i) THE PAST TENSE OF VERBS ENDING IN *tr*, *dr*, *thr*, *mpr* OR *mbr* IS EXPRESSED BY THE HALVING PRINCIPLE :—

- 1 *en-tered, cen-tred, ma-ttered, mu-ttered, pond-ered,*
- 2 *pand-ered, splint-ered, bant-ered, tend-ered, engen-dered,*

3 cant-ered, squand-ered, encount-ered, fla-ttered, fea-
 4 thered, floun-dered, thun-dered, sun-dered, sha-ttered,
 5 smo-thered, saun-tered, cin-dered, al-tered, fal-tered,
 6 smoul-dered, sland-ered, calend-ered, or-dered, disor-
 7 dered, char-tered, rend-ered, surrend-ered, wond-ered,
 8 wand-ered, wint-ered, hind-ered, hec-tored, pam-pered,
 9 tam-pered, tem-pered, tim-bered, sim-pered, advent-ured.

(See Exercises on the Halving Principle for further illustrations.)

(j) THE DOUBLE-LENGTH PRINCIPLE CANNOT BE EMPLOYED IN WORDS LIKE THE FOLLOWING, WHERE FINAL *r* IS FOLLOWED BY A SOUNDED VOWEL :—

1 pant-ry, splin-tery, pal-try, bound-ary, chan-try, gen-try,
 2 second-ary, quand-ary, fla-ttery, fea-thery, vo-tary,
 3 invent-ory, thund-ery, sun-dry, sen-try, cin-dery, mo-thery,
 4 smoul-dry, en-try, dysen-tery, pleasan-try, lott-ery, sul-try,
 5 desult-ory, ul-tra, wint-ry, hunt-ress.

EXERCISE 129.

Double-Length Principle (continued).

See Note at the head of Exercise 128.

1. Small *matters* sometimes turn men *into* disputers *and* debaters, *and* once started they *may* linger l-onger than is desirable *on* awkward topics. 2. Then they do *not* like to surrender *their* notions to counter arguments. 3. *I* have often encountered instances of heated discussions, *the* results of *which* mattered *not* a straw to anybody. 4. *In* the case of ill-tempered people, *these* debates *may* soon engender a disposition to quarrel, *and* change *the* debaters *into* fighters willing to slaughter one another. 5. *It* is easily done, if one man looks upon another *as* a starter or instigator of trouble. 6. A muttered syllable; a half muttered retort; even *an* altered tone of voice—*may* act like a spark falling *on* gun-powder, *and* cause *an* explosion. 7. Then *may* follow charges

of slander ; accusations of blunder, and possibly of plunder or of pandering to others ; and the result is disorder and upset all round. 8. *You can readily picture to yourself how such trouble might begin in the discussion of a very simple matter.* 9. *If, then, you are a participator in a debate look to your temper, and take care not to be a SHouter or brawler.* (189)

EXERCISE 130.

Double-Length Principle (continued).

See Note at the head of Exercise 128.

1. *The rector appeared to ponder a while, and as he pondered his features relaxed into a kinder and milder expression.* 2. *Then he spoke as follows : The man who can restrain his temper and curb his anger is a greater victor than the fighter who is able to subdue his physical foe.* 3. *And so, let not thy temper prevail over thee, but smother it ere it blaze forth to thy shame.* 4. *Pander not unduly to thy tastes ; for many a man's hopes have been shattered through his appetite being stronger than his will.* 5. *It takes but a tiny stimulator to restart a fire that is smouldering.* 6. *Barter not thy future peace for a present folly.* 7. *A prudent liver will be a provider for the future, as well as a spender for the present.* 8. *The instigator of plunder is as guilty as he who has plundered.* 9. *A tender appeal may touch a wanderer as forcibly as an ill-tempered threat.* 10. *A disordered house will not win a man from his club.* 11. *The neater the home, the swifter will be the return of the husband.* 12. *Not everyone who has loitered has delayed.* 13. *Laughter does not always prove joy ; nor does a tear in all cases show pain.* 14. *Seven feet of earth will prove enough at last for the biggest householder.* 15. *The loudest SHouters are seldom found in the centre of a fight.* 16. *He who has slandered his neighbour is a defrauder of the worst kind.* 17. *He who has blundered, and not seen his fault, has blundered in vain.* 18. *The wheels of life run more smoothly if assisted by the kindness*

of one toward another ; for sympathy is a rare lubricator.
 19. *He who surrenders his will to an evil habit is fettered in the strongest chains. (291)*

EXERCISE 131.

Double-Length Principle (continued).

See Note at the head of Exercise 128.

1. *The first month in the calendar derives its name from Janus, an ancient king of Italy, who was raised to the altar by the leaders of the Romans (upward R) and worshipped as a god by those idolaters.* 2. *He was said to be possessed of attributes of a high order, and was shown seated in the centre of a dozen altars.* 3. *His statue had a couple of faces, one of which was supposed to be that of an elderly sage, who, in the winter of his days, loitered for a while longer between the world of the past and the world of the future.* 4. *The Romans were great fighters, and were the subjugators of many peoples ; they possessed in their senators men whose names were rendered famous by their wisdom ; yet they were very credulous in matters of worship.* 5. *They rarely pondered upon the absurdities put forward by the instigators or originators of new forms of heathen worship, but surrendered their minds without hesitation to their leaders in such matters.* 6. *They thought the god Janus looked back to the world as it was ere the thunders and rain of the deluge had shattered its splendour and for a time turned it into a wilderness and disorder.* 7. *The other face of the statue wore another expression.* 8. *It was smoother and milder in appearance, suggestive of a youth who looked forward eagerly and hopefully to the future.* 9. *This was to indicate the power of the god to foresee events which were yet to happen.* 10. *And so the Romans turned to Janus as their defender against future disasters, as well as their protector in present encounters.* 11. *He was the holder of the key by which alone entrance could be obtained to the other gods ; so that all prayers to them*

were tendered through *him*. 12. *His chamber was the temple of peace.* 13. *Its doors were closed in times of peace, and open at other times.* 14. *The temper and military ardour of the Roman people may be judged from the fact that the temple of Janus was only shut three times in seven centuries.* (347)

EXERCISE 132.

Double-Length Principle (continued).

See Note at the head of Exercise 128.

MESSRS. Porter and Bamber.

Dear Sirs,—In answer to your letter of the 2nd instant, re Messrs. Anderson and Chambers, we are happy to be able to report most favourably of our friends. The firm is a thoroughly well-founded one. They are inventors of the well-known automatic knitter which bears their name, and in which they do a big business as exporters. They are also patentees of machinery for letterpress printers and type moulders. Mr. Anderson is a shareholder in a builders' and decorators' supply stores, in Cumberland. Mr. Chambers is part proprietor of the immense wharf on the river side here. The signature of either of them is good enough for far more than you name. We have seldom encountered kinder or more straightforward people. Yours faithfully, Hunter and Mather. (132)

EXERCISE 133.

Double-Length Principle (concluded).

See Note at the head of Exercise 128.

Mr. Walter Winter.

Dear Sir,—Your letter re Mr. Arthur Tranter duly received. We had a couple of small orders for lettered counterpanes from him last winter, and in both cases he paid ready cash. We wonder why he gave you our name, and we think he has

blundered *in* referring to us, instead of to others who may have known him longer. We regret we are unable to render you more assistance in this matter, but on such slender grounds we cannot say more about Mr. Tranter. We may possibly do better on some future occasion. Yours truly, Winterbourne Brothers. (101)

EXERCISE 134.

Contractions.

> objection, ∫ destruction, \ better than, ∞ more than, / rather than, / rather or writer, ⊥ difficulty, ∫ doctrine, ∞ impossible, ∫ inconsistent, ∫ inconsistency, ∪ influential, ∪ uninfluential, ∪ information.

My dear ALEXander,—Do you know anything of the doctrine that there is latent in all men a love of conquering difficulties, and that this more than anything else accounts for the victories achieved by writers and others against seemingly impossible odds? If you are aware of this doctrine, it is rather strange that you do not try to arouse the latent force, and strive to master your objection to regular habits of study. You should give up your inconsistency, and endeavour in the future to avoid those inconsistent ways which have marred your efforts in the past, and which can only result in the destruction of your hopes to occupy an influential position in the world. You should make any sacrifice rather than allow yourself to be mastered by every little difficulty that you may encounter in your attempts to increase your information and extend your knowledge. Besides, you know it is rather dangerous to acquire irregular habits; for they grow upon one, and the longer they are indulged in the greater will be the difficulty of conquering them. Try then to rid yourself of the lethargy which now troubles you, and which keeps you in an uninfluential position.

The task is not an impossible one, and the trial will serve better than anything else to show the metal you are made of. Success will mean a good deal to you. It will earn for you the respect of others; it will strengthen your character; and it will certainly brighten your prospects in life. Very truly yours, Walter Winter. (260)

EXERCISE 135.

Vocalization of Pl, Pr, etc.

A small Circle is used to indicate the vowels *ah*, *ā*, *ē*, *ä*, *ë*, *ï*, between a stroke consonant and the *l* or *r* expressed by an initial hook. In this Exercise the italic letter indicates that the vowel should be expressed by a small circle. . . .

(a) FIRST-PLACE VOWELS *ah* AND *ä* :—

- 1 palpable, palpit^{ah}ate, palpit^{ah}ation, par^{ah}agraph, par^{ah}agraphic,
- 2 par^{ah}allel, par^{ah}alleled, par^{ah}allelism, Par^{ah}amatta, par^{ah}amount,
- 3 par^{ah}cel, par^{ah}celled, par^{ah}ley, par^{ah}leyed, par^{ah}lor, par^{ah}quetry,
- 4 par^{ah}sley, par^{ah}take, par^{ah}taker, par^{ah}tner, par^{ah}tnership, par^{ah}took,
- 5 bar^{ah}ley, bar^{ah}m, bar^{ah}ometer, bar^{ah}ometric, bar^{ah}ometrical, tar^{ah}get,
- 6 tar^{ah}geteer, Tar^{ah}leton, Tar^{ah}porley, dar^{ah}k, dar^{ah}ken, dar^{ah}kness,
- 7 dar^{ah}kened, dar^{ah}kener, dar^{ah}ker, dar^{ah}ling, depart, department,
- 8 depart^{ah}er, depart^{ah}ure, dur^{ah}bar, chal^{ah}lenge, chal^{ah}lenged,
- 9 chal^{ah}lenger, char^{ah}m, char^{ah}ming, char^{ah}med, char^{ah}lock, char^{ah}mer,
- 10 char^{ah}nel, char^{ah}coal, jar^{ah}gon, jar^{ah}gonelle, Jac^{ah}quard, calcify,
- 11 calcine, calcination, calcinable, caligraphic, caligraphy,
- 12 calisthenics, Cal^{ah}vinist, Cal^{ah}cutta, Cal^{ah}decott, Cal^{ah}vary,
- 13 Cal^{ah}vert, kaleidoscope, chal^{ah}dee, car^{ah}bon, car^{ah}bonic, car^{ah}boni-
- 14 ferous, carbuncle, car^{ah}dinal, car^{ah}dinalate, caricature,
- 15 caricatured, caricaturist, car^{ah}mén, car^{ah}nage, car^{ah}nation,
- 16 car^{ah}nival, car^{ah}nivorous, car^{ah}penter, car^{ah}pet, car^{ah}tage, car^{ah}ter,
- 17 car^{ah}toon, incar^{ah}cerate, incar^{ah}nation, recal^{ah}citrant, gal^{ah}vanic,
- 18 gal^{ah}vanize, gal^{ah}vanized, gar^{ah}den, gar^{ah}dener, ungar^{ah}ded, regar^{ah}d,
- 19 disregar^{ah}d, gar^{ah}gle, gar^{ah}goyle, gar^{ah}lick, gar^{ah}land, gar^{ah}ment,
- 20 gar^{ah}ner, gar^{ah}nish, gar^{ah}nish^{ee}, gar^{ah}ter, var^{ah}nish, var^{ah}nishing,

- 21 varnisher, shark, sharp, sharpen, sharply, sharp-sighted,
- 22 charlatan, amalgam, amalgamate, amalgamation, marl,
- 23 marlaceous, marline, marmalade, marmot, martyr,
- 24 martyred, martyrdom, martyrology, analytic, analytical,
- 25 narcissus, narcotic, narrate, narrated, narration, narrative,
- 26 narrator, anarchy, anarchic, anarchist, gnarl, gnarled.

(b) SECOND-PLACE VOWELS *ā* AND *ě* :—

- 1 perambulate, perambulator, perceive, perceptible, percep-
- 2 tion, percolate, percussion, peregrinate, peregrine, perfect,
- 3 perfected, perfecter, perfection, perfectly, perfidy, perforate,
- 4 perforation, perforator, perimeter, perjure, perjurer,
- 5 permanence, permanent, permit, permission, pernicious,
- 6 perpetrate, perpetra-ted, perplex, perquisite, persevere,
- 7 persist, persistent, person, personate, personator, personal,
- 8 personalty, perspicacious, perspire, persuade, persuasion,
- 9 pervade, perverse, perversity, perverter, Belgrade, Belgrave,
- 10 Berlin, Berkshire, Bermondsey, Bermudas, Bernard,
- 11 Bernardine, telegram, telegraph, telegraphed, telegraphic,
- 12 telegraphy, telephone, telephonic, telescope, telescopic,
- 13 term, terminus, termagant, terminable, terminal, terminate,
- 14 termination, delegate, delegated, delegation, deliberate,
- 15 deliberation, deliberative, deliberator, delicate, delicacy,
- 16 derelict, derogate, derogatory, dermal, Chelsea, Chelmsford,
- 17 Cheltenham, cherub, cherubim, chirp, chair, chaired,
- 18 chairman, careless, carelessly, Jeremy, Jeremiah, Jericho,
- 19 Jerome, Jersey, germ, German, Germany, Germanic,
- 20 Gerard, germane, germinal, germinate, germicide, kernel,
- 21 kerchief, Kersey, Kershaw, Kirkdale, Kirkby, kirtle,
- 22 experiment, gird, girder, girdle, girdled, girl, girlish,
- 23 Gertrude, ferment, fermentation, fertile, fertility, fertilize,
- 24 fertilization, fervent, fervour, verb, verbal, verbose,
- 25 verbosity, virgin, virtue, virtuous, virulent, virulence,
- 26 verdure, verger, vermin, verminous, versatile, versify,
- 27 versus, vertebra, vertebrate, vertical, averse, thermometer,
- 28 thermoscope, thermic, thirsty, thirstily, Thirsk, shelf,

29 shellac, shelves, egg-shell, oyster-shell, book-shelf, nut-
 30 shell, shirk, sherbet, mercantile, mercer, mercury, meretri-
 31 cious, mermaid, Knaresborough, nerve, nervous, nervously,
 32 enerve, debonaire, doctrinaire, atmospheric, atmospherical,
 33 hemispheric, arm-chair, easy-chair, elbow-chair.

(c) THIRD-PLACE VOWELS *ē* AND *ĩ* :—

1 pilgrim, pilgrimage, pyramid, pyramidal, pyrometer,
 2 dilapidate, dilapidation, dilapidated, direction, director,
 3 directorate, directory, children, chilblain, chirrup,
 4 chirruped, cheerer, cheerful, cheerily, cheerless, Kilkenny,
 5 Kildare, Kilmarnock, engineer, engineered, engineering,
 6 veneer, veneered, veneering, buccaneer, chiffonier,
 7 scrutineer, Belvedere, mutineer, atmosphere, hemisphere,
 8 photosphere, philosophy, philosopher, philosophic, Thirl-
 9 mere, Windermere, Tranmere, enshield, nearness, rebuild,
 10 Aboukir.

EXERCISE 136.

Vocalization of Pl, Pr, etc. (continued).

To show that a dash vowel is to be read between a stroke consonant and an initial hook, write the vowel-sign through the consonant. Where necessary a first-place vowel may be written at the beginning, and a third-place vowel at the end of the stroke consonant. In this Exercise, the italic letter indicates that the vowel is to be treated as here explained.

(a) FIRST-PLACE DASH VOWELS :—

1 porcelain, politic, political, politician, tolerate, tolerated,
 2 toleration, tolerance, tolerant, intolerant, torment, tor-
 3 menter, tormented, torture, torturer, dormant, dormer,
 4 dormitory, dorsal, George, Georgetown, collaborate,
 5 collaborator, collect, collector, collective, collection,
 6 collectively, college, colony, colonize, colonization, corduroy,
 7 corner, cornet, cornice, Cornish, corollate, corporal, corpora-
 8 tion, corporate, corpulent, corpulence, correct, correction,

9 corrective, correlation, correspond, corresponded, corre-
 10 spondent, correspondence, corridor, corrigible, incorrigible,
 11 corroborate, corrupt, corruption, corruptible, Golgotha,
 12 gorgeous, gormandize, Gorgonzola, Gordon, forbid, forsake,
 13 former, formerly, forwarder, forwardness, vortex, vortical,
 14 vortice, Althorp, short, shorten, shortened, shortening,
 15 shorthand, shorthorn, short-lived, shortness, shortsighted,
 16 moral, morality, moralize, Morley, Mormon, mormonite,
 17 morsel, mortar, mortgagee, mortgagor, Minorca, remorse,
 18 remorseful, north, normal, abnormal, Norman, Norseman,
 19 northerly, northern, northerner, northward, north-west,
 20 Norway, Norfolk, Northallerton, Northampton, Northrop,
 21 Norwood, Northumberland, Norwich, auriform, cubiform.

(b) SECOND-PLACE DASH VOWEL :—

1 portray, portrait, portraiture, purblind, purchase, purga-
 2 tory, purr, purloin, purloiner, purple, purser,
 3 tubipore, pulmonary, pulse-glass, repulsive, repulsing,
 4 burgess, burgher, burglar, burglary, burgomaster, Bur-
 5 gundy, burly, burlesque, Burmese, bursar, bursary, bold,
 6 boldly, boldness, Baltimore, tuberculous, tubercular, Turk,
 7 Turkey, Turkish, turmoil, turner, turnip, turpentine,
 8 turpitude, turtle, matador, dulcify, deport, deportment,
 9 church, churchman, churl, churlish, churlishness, journal,
 10 journalize, journey, journeymen, coarse, coarsely, coarse-
 11 ness, coarser, coarsest, curdle, curdy, curly, curled,
 12 curmudgeon, curricule, curriculum, cursed, cursory, cursive,
 13 discursive, curtail, curtailed, curtain, curtsey, curtly,
 14 court, courtly, curve, curved, curvet, scurvy, scurvily,
 15 scurrile, scurrilous, scurrility, scurf, courage, courageous,
 16 discouraged, encourage, colonel, colonelcy, coldish, colder,
 17 coldly, coldness, culminate, culprit, culpable, cultivate,
 18 cultivator, cultivation, culture, culvert, sculptor, occur,
 19 occurrence, recourse, inculcate, goldsmith, goldplate,
 20 marigold, gurgle, fulgent, fulgency, vulnerable, vulture,
 21 forepart, foreshore, shoreditch, forestall, forefather, fore-
 22 taste, forethought, forge, forger, furbish, furl, furnace,

- 23 furnish, furniture, furze, further, furthermore, bifurcate,
 24 bifurcation, thurl, Thursday, seashore, leeshore, murder,
 25 murdered, murderer, murmur, murmured, Blackmore,
 26 Dunmore, claymore, sycamore, council-board, nullify,
 27 nullity, nullification, penultimate, nurse, nursery,
 28 nurseling, nursed, splash-board.

(c) THIRD-PLACE DASH VOWEL :—

- 1 whirlpool, school, schools, schoolmate, schoolman, school-
 2 girl, school-board, boarding-school, foolscap, fulfil, fulfilled,
 3 fulfilment, bashful, brochure, cheerful, cupful, sure,
 4 surety, troubadour. .

(d) DIPHTHONGS, TREATED IN THE SAME WAY AS THE
 DASH VOWELS :—

- 1 child, childhood, childish, childishly, childishness,
 2 prefecture, temperature, lecture, lectured, literature,
 3 limature, legislature, moisture, armature, nomenclature,
 4 stricture, structure, nurture, nurtured, sculpture, sculp-
 5 tured, fixture, texture, imposture, mixture, admixture,
 6 arboriculture, horticulture, horticulturist, floriculture,
 7 curvature, capture, captured, rapture, enraptured, figure,
 8 disfigured, figuration, rupture, ruptured, featured, fracture,
 9 fractured, pictured, ligature. .

EXERCISE 137.

Vocalization of Pl, Pr, etc. (continued).

See Note at the head of Exercises 135 and 136.

1. *He who is most fond of challenges may be the most vulnerable in the fight.* 2. *Father Time is the most remorseless mortgagee, who cannot be shirked, and who forgets not the day of reckoning, persuade him how we may.* 3. *The world is indeed a hard school, and a man needs to be watchful, or he will fall to the bottom of his class.* 4. *And yet in the midst of all the courtly varnish we see there is to be found*

a great deal that is honest and genuine. 5. In a great measure, we make the atmosphere through which we regard others, and we may be the culprits sometimes though we blame them. 6. Illusions are but charming toys for children of all ages, from the child on nurse's knee to the old man in the corner. 7. And so every burly boy may be a hero, and every delicate girl may be a beauty. 8. It is perfectly true to say that many a man's failure may be traced to a win on a racecourse. 9. A heart that is proof against the charms of literature may be touched by the charms of vocal music, if rendered by a cultivated singer. 10. Those who say they have no scope for the exercise of their energies have either little energy to exercise, or little courage to exercise it. 11. An able man will not tolerate the torment of inactivity. 12. No fact that we learn is ever utterly forgotten. 13. It is parceled up, in a manner and put away; but the mere mention of some person or place may be enough to unpack it and bring it to our mind as fresh as ever. 14. And so the time spent in study is not lost.

(286)

EXERCISE 138.

Vocalization of Pl, Pr, etc. (continued).

See Note at the head of Exercises 135 and 136.

1. *The philosophic study of political history shows that some of the most intolerant cold-blooded tyrants have begun their reigns peacefully. 2. But the possession of paramount power darkened their minds, and permitted the repulsive side of their character to assert its influence. 3. Then, as a certain cultivated author says, their hearts were corrupted by the flatterers who crowded their courts, so that even deliberate murder perpetrated by a powerful king was regarded as no crime. 4. Base favourites have often persuaded a tyrannical monarch that the murmurs and ferments which were the results of his pernicious misrule were but signs of disloyalty, and have urged that the correct course was to capture and execute*

the persons whom they termed the ring-leaders. 5. Thus the fire of passion has been nursed and fanned into a furnace, and he who might have been a tolerably fair ruler has been changed into a remorseless tyrant, a tormentor of his people, and a curse to society. 6. Happily the days of enormous personal power are over in most countries, and virtuous men are not called upon to suffer as their forefathers did from the jealousy of blackguardly favourites. (191)

EXERCISE 139.

Vocalization of Pl, Pr, etc. (continued).

See Note at the head of Exercises 135 and 136.

1. Mariners regard *the shark as their fiercest and most remorseless enemy.* 2. *And no wonder; for by the aid of his six rows of teeth, sharp as the sharpest knife, he can crunch up a man's body as easily as you can break an eggshell.* 3. Few men will deliberately tackle a shark in his own element. 4. *Those whose personal courage cannot be doubted admit that the thought of venturing near one of these monsters is enough to make the blood curdle in one's veins; while the mere sight of a shark causes the hearts of nervous or delicate persons to palpitate for fear.* 5. *Even upon dark nights the sailors can sometimes tell that a shark is near their vessel, for the scales of this fish throw off a faint light.* 6. *The men are then very careful to incur no risk of falling overboard; for they know that should such an accident occur no one could prevent a fatal termination, as a shark can swim so quickly that he can capture a man long before a boat could be put out for the rescue.* 7. *The white shark often measures thirty feet in length, and though the blue shark is not so big, he is just as fierce.* 8. *The shark is very voracious.* 9. *He will swallow greedily any articles from a ship, such as coarse ropes, charcoal, garlic — in fact, there is scarcely a thing from a turtle to an open knife that he will not gulp up.* 10. *Yet,*

strange to say, *he* refuses to touch a feathered creature of any kind. 11. Fortunately, *these* repulsive monsters *are* unknown near our own seashores, and *I* am sure we do *not* want *them* to cultivate a fancy for our neighbourhood. (286)

EXERCISE 140.

Vocalization of Pl, Pr, etc. (continued).

See Note at the head of Exercises 135 and 136.

MESSRS. Caldecott and North.

DEAR SIRs,—We regret to have to challenge the accuracy of Mr. Charles Darlington's statement in regard to the furniture forwarded to him on the 28th ultimo. Our Mr. Turner saw personally to the finishing of this lot of goods, and his recollection is perfectly clear that the shade of the polish was exactly as ordered, neither lighter nor darker. We have cultivated this department of our business so carefully as almost to preclude the possibility of such a blunder as is alleged. You know that we have every shade of varnish and polish ready for mixing, so that there is absolutely no inducement for us to change a shade deliberately. We are sorry that Mr. Darlington should be so much perturbed about this matter; but we feel sure that if he will refer to his directions to us he will find that the fault is not ours. We can, of course, repolish the furniture if desired; but we should have to charge for the trouble and expense. Yours truly, Turner and Blackmore. (178)

EXERCISE 141.

Vocalization of Pl, Pr, etc. (concluded).

See Note at the head of Exercises 135 and 136.

MESSRS. Charles Macarthy and Sons, Ltd.

DEAR SIRs,—In reply to your inquiry of the first instant, we hope to forward the whole of the carbolic acid not later than Thursday, the 6th inst. The delay has arisen through the breakdown of a vertical shaft at the distillery, which threatened

to upset all our calculations. We are glad to say the machinery has been put all right again, and there will be no further trouble in forwarding orders. We trust that the explanation of this unfortunate occurrence will satisfy you that there has been no culpable negligence on our part, and we rely on your courtesy to excuse the delay in this instance. Yours faithfully, Partridge and Norton. (118)

EXERCISE 142.

W and Y Diphthongs.

These diphthongs are represented by a small Semi-Circle, written in the same positions as the simple vowels. In this Exercise and in Exercises 143 to 147 inclusive, the Semi-Circle should be employed (in words other than grammalogues or contractions) for the representation of the combinations printed in *italic*.

(a) FIRST-PLACE DIPHTHONGS *wah* AND *wă* :—

- 1 bees*wax*, ear-*wax*, pack*wax*, pax*wax*, sealing-*wax*, Zouave,
- 2 th*wack*.

(b) SECOND-PLACE DIPHTHONGS *wā* AND *wě* :—

- 1 arque*buss*, assu*age*, assu*ager*, assu*asive*, boatswain,
- 2 cordwain*er*, elsew*here*, frequ*ent*, frequ*ently*, frequ*ented*,
- 3 frequ*enter*, frequ*enting*, frequ*ency*, hardw*are*, overw*helm*,
- 4 somew*here*, subsequ*ence*, subsequ*ent*, subsequ*ently*, tide-
- 5 wait*er*, twelv*e*, twelf*th*, twent*y*, twent*ieth*, Bigglesw*ade*,
- 6 Bosw*ell*, Bothw*ell*, Buenos Aires, Bulw*ell*, farew*ell*, Bulw*er*,
- 7 Clerkenw*ell*, Cromw*ell*, Crosthwaite, Harw*ell*, (tick *h*),
- 8 Holyw*ell* (tick *h*), Merryw*ea*ther, Oswestry, Postlethwaite,
- 9 shadw*ell*, Upw*ell*, Wareham, Terra del Fuego, Ash-
- 10 Wednesd*ay*.

(c) THIRD-PLACE DIPHTHONGS *wē* AND *wī* :—

- 1 appui, asquint, bailiwick, dwindle, dwindled, dwindling,
- 2 earwig, Ardwick, Hardwick (tick *h*), Brunswick, ember-
- 3 week, whit-week, forthwith, herewith, hoodwink, horsewh*ip*,

4 ill-will, ill-wisher, mansuetude, non-sequiter, pasquin,
 5 pasquinade, periwig, periwinkle, Pickwick, pigwidgeon,
 6 pursuivant, Ipswich, sandwich, sea-weed, tweak, tweaks,
 7 tweaked, tweed, tweedle, tweezers, twig, twiggèd, twinkle,
 8 twinge, twinged, twixt, wherewith, wherewithal, herewith,
 9 therewith, whippoorwill, wisher, wishful, wistonwish,
 10 withal, withdraw, withdrawing, withdrew, withdrawn,
 11 within, withhold, withheld, withholden, withstand, with-
 12 stood, Baldwin, Bastwick, Bathwick, Chadwick, Droitwich,
 13 Fitzwilliam, Giggleswick, Kildwick, Middlewich, North-
 14 wich, Nantwich, Oswego, Painswick, shapwick, Tuileries,
 15 Venezuela, Winckworth, Zwingle, bewilder, bewildered,
 16 bewildering, Sleswick, Sedgwick, Bedouin, big-wig.

(d) FIRST-PLACE DIPHTHONGS *waw* AND *wö* :—

1 tar-water, bilgewater, breakwater, lime-water, rain-water,
 2 rose-water, sea-water, Broadwater, Bridgewater, backwater,
 3 cut-water, bulwark, caterwaul, chamois, demoiselle, devoir,
 4 eastward, froward, frowardly, heavenward, hitherward,
 5 modwall, patois, abattoir, boudoir, rouge-et-noir, escri-
 6 toire, seaward, sheerwater, shop-walker, shwanpan,
 7 throatwort, twaddle, twaddler, twaddled, twattle, Vaudois,
 8 windward, wishy-washy, Cornwall, Cornwallis, Wark-
 9 worth, Warminster, memoirs, churchwarden.

(e) SECOND-PLACE DIPHTHONGS *wō* AND *wŭ* :—

1 work, workable, work-bag, work-box, work-day, worked
 2 worker, workhouse, working-day, workman, workmanlike
 3 workshop, Worksop, Workington, day-work, clockwork,
 4 counterwork, brickwork, breastwork, co-worker, frame-
 5 work, fretwork, glass-works, gas-works, groundwork, task-
 6 work, outwork, overwork, fireworks, guesswork, handiwork,
 7 needle-work, handwork, headwork, journey-work, patch-
 8 work, piece-work, open-work, cane-work, copper-work,
 9 presswork, woodwork, stonework, shell-work, word,
 10 words, Wordsworth, wordiness, wordily, by-word, catch-
 11 word, watchword, Hemsworth (tick *h*), liverwort, lungwort,

- 12 *worm*, *worm-eaten*, *wormed*, *worming*, *wormlike*, *worm-*
 13 *wood*, *wormy*, *wireworm*, *slow-worm*, *book-worm*, *ring-*
 14 *worm*, *earth-worm*, *misquote*, *misquotation*, *misquoted*,
 15 *mugwump*, *seaworthy*, *unseaworthy*, *blameworthy*,
 16 *Wentworth*, *Wallwork*, *Walworth*, *Wandsworth*, *Wirks-*
 17 *worth*, *Worlington*.

(f) THIRD-PLACE DIPHTHONGS *wōō* AND *wöö* :—

- 1 *backwoods*, *backwoodsman*, *lamb's-wool*, *Chatwood*, *East-*
 2 *wood*, *sheep's-wool*, *touchwood*, *driftwood*, *wormwood*,
 3 *Ethelwulf*.

(g) FIRST-PLACE DIPHTHONGS *yah* AND *yă* :—

- 1 *Abyssinian*, *academian*, *amiable*, *antiquarian*, *appreciable*,
 2 *apiary*, *Arabian*, *Arcadian*, *Arian*, *Asian*, *Asiatic*, *arterial*,
 3 *associable*, *Assyrian*, *Athenian*, *Augustinian*, *Australian*,
 4 *Austrian*, *auxiliaries*, *Babylonian*, *bacteria*, *banian*,
 5 *barbarian*, *baronial*, *beatify*, *biennial*, *Bodleian*, *boreal*,
 6 *Brazilian*, *breviary*, *brilliant*, *bronchial*, *Cambrian*, *cardiac*,
 7 *Carthaginian*, *Castilian*, *Caucasian*, *cereal*, *ciliary*, *cognac*,
 8 *colloquial*, *Columbia*, *cordial*, *corporeal*, *criteria*, *crusta-*
 9 *cea*, *Cumbrian*, *curia*, *custodian*, *cyclopedia*, *Cyprian*,
 10 *Daltonian*, *Danubian*, *demoniac*, *Devonian*, *dictatorial*,
 11 *diluvian*, *Dorian*, *elysian*, *encyclopedia*, *enunciatory*,
 12 *episodial*, *equestrian*, *Erastian*, *ethereal*, *etherealize*,
 13 *Etonian*, *familiarize*, *fenian*, *fiacre*, *fiasco*, *fuchsia*,
 14 *funereal*, *fustian*, *gambogean*, *genial*, *gladiatorial*, *gre-*
 15 *gorian*, *guaiacum*, *guardian*, *habeas-corpus*, *halliard* (tick *h*),
 16 *hanseatic*, *Alexandria*, *historian* (tick *h*), *humanitarian*
 17 (tick *h*), *hysteria*, *ideality*, *memorial*, *imperial*, *India-*
 18 *rubber*, *industrial*, *insomnia*, *invariably*, *radiance*, *klepto-*
 19 *mania*, *lanyard*, *lariat*, *librarian*, *lineal*, *luxuriant*, *malaria*,
 20 *managerial*, *matrimonial*, *meander*, *meandered*, *medial*,
 21 *Mediterranean*, *menial*, *miniature*, *ministerial*, *Moravian*,
 22 *muriatic*, *myriad*, *neuralgia*, *notarial*, *oceanic*, *palliative*,
 23 *pancreas*, *pariah*, *Parisian*, *patriarch*, *pecuniary*, *Philadel-*
 24 *phian*, *piazza*, *pianoforte*, *plagiarize*, *pneumonia*, *poly-*
 25 *anthus*, *poniard*, *proverbial*, *reality*, *reanimate*, *ruffian*,

- 26 secretarial, social, socialist, suppliant, Syriac, terrestrial,
 27 theatrical, tutorial, Utopia, Vesuvian, Wesleyan, Adrian,
 28 Adriatic, Christiania, Georgia, Virginia, Yarmouth.

(h) SECOND-PLACE DIPHTHONGS *yā* AND *yē* :—

- 1 abbreviate, abbreviator, acquiesce, alien, alienate, appre-
 2 ciation, appropriate, asphyxiate, associate, balliage,
 3 barrier, brasier, burier, calumniate, carrier, collegiate,
 4 collier, colliery, copier, courtier, create, creative, creation,
 5 creator, croupier, lawyer, crosier, deadlier, defoliation,
 6 delineate, delineation, delineator, denunciate, denunciation,
 7 depreciate, depreciation, deviate, deviation, differentiate,
 8 obedient, obedience, dissociate, domiciliate, easier,
 9 ebulliency, emaciate, emaciation, embodier, foliage,
 10 emolliate, emollient, enunciate, enunciation, envier,
 11 radiate, radiation, excruciate, excruciating, exfoliate,
 12 expatriate, expatriate, expatriation, experience, expiate,
 13 expiation, expropriate, fancier, farrier, foliaceous, folia-
 14 tion, fortieth, funnier, funniest, furrier, gaudiest, ghashtier,
 15 giddier, giddiest, glacier, gladiator, glazier, gloomier,
 16 gloomiest, goodlier, goodliest, grimier, hacienda, handier,
 17 happier, happiest, hardest, hardier, harrier, haughtiest,
 18 homeliest (tick *h*), humiliate (tick *h*), hygienic, ideation,
 19 inexpedient, infuriated, initial, initiation, kindest,
 20 laureate, lazier, lenience, liveliest, luxuriate, mediate,
 21 mediation, nastier, nauseate, nauseation, muriate, nego-
 22 tiate, ninetieth, novitiate, obviate, officiate, opiate, oriel,
 23 oriental, osier, palliation, paltrier, permeate, pluckier,
 24 premier, recipient, repudiate, resilience, retaliation,
 25 satiate, saucier, sawyer, seemlier, spaniel, terrier,
 26 triennial, uncreated, variegated, verbiage, vitiate, wear-
 27 iest, Damiatta, Dieppe, Liege (upward *l*).

(i) THIRD-PLACE DIPHTHONGS *yē* AND *yī* :—

- 1 babyish, bandying, bodying, bullying, burying, carrying,
 2 caseic, copying-press, copyist, courtesying, currying,
 3 dandyism, dandyish, disembodying, atheist, atheism,

- 4 atheistic, atheistical, ditheist, ditheistic, dowdyish, eddying
- 5 embodying, gipsyism, hackneying, harrying, hurrying,
- 6 journeying, minutiae, mutinying, oLeic, oleiferous, oLein,
- 7 pantheism, pantheist, parleying, parodying, Puseyism,
- 8 Puseyist, quarrying, reissue, reiterate, scurrying, sullyng,
- 9 dallying, theistic, varying, wearying, whinnying, worrying,
- 10 marrying, tarrying, toadying, sallying, rowdyism, assoilzie.

(j) FIRST-PLACE DIPHTHONGS *yaw* AND *yö* :—

- 1 accordion, question, admixtion, ameliorate, anterior,
- 2 areometer, axiom, bacteriology, bastion, bibliography,
- 3 bullion, cabriolet, canon, carrion, centurion, champion,
- 4 clarion, criterion, cross-question, curiosity, decillion,
- 5 deoxidize, deoxidate, digestion, disunion, dominion,
- 6 ecclesiology, Ethiop, excelsior, exhaustion, exterior,
- 7 gabion, galiot, galleon, ganglion, geographer, geography,
- 8 géology, geologist, geometer, geometrician, hagiography,
- 9 haliography (tick *h*), halcyon, heliocentric, heliotrope,
- 10 homæopathic (tick *h*), hyperion, idiom, idiot, idiocy,
- 11 idiomatic, idiosyncrasy, impecuniosity, inferior, inferiority,
- 12 million, millionaire, meliorate, meteor, meteorite, meteor-
- 13 ology, medallion, mullion, Napoleonic, neology, oblivion,
- 14 oliograph, onion, opinionated, paleolithic, pantheon,
- 15 patriot, pavilion, periodical, pillion, pinion, posterior,
- 16 senior, seniority, stereotype, theocracy, theodolite,
- 17 theology, theosophy, trunnion, vermilion, Elliott, Montreal,
- 18 tatterdemalion, mignonette, Marion.

(k) SECOND-PLACE DIPHTHONGS *yō* AND *yŭ* :—

- 1 abstemious, acrimonious, alkalious, alluvium, aquareous,
- 2 aqueous, arboreous, beauteous, bilious, bounteous, calcium,
- 3 cameo, caseous, censorious, ceremonious, copious, corneous,
- 4 courteous, coyote, cranium, curious, curioso, delirious,
- 5 delirium, deodorize, devious, dubious, dubiously, duteous,
- 6 effluvium, Elysium, embryo, folio, emporium, encomium,
- 7 envious, equilibrium, erroneous, Ethiopian, exordium,
- 8 fastidious, felonious, folious, furious, gaseous, gramineous,

9 grandiose, gregarious, gymnasium, gypseous, harmonium,
 10 ignominious, illustrious, impecunious, imperious, indus-
 11 trious, ingenious, ingeniously, insidious, invidious, iridium,
 12 harmonious, extemporaneous, nefarious, gloriously,
 13 gladiole, discourteous, vicarious, stramonium, stamineous,
 14 laborious, melodious, millennium, miscellaneous, misyoke,
 15 misyoked, mustachio, mysterious, nasturtium, nauseous,
 16 notorious, nucleus, oblivious, obsequious, odious, odium,
 17 opium, opprobrium, osseous, pandemonium, parsimonious,
 18 perfidious, petroleum, piteous, premium, ratio, righteous,
 19 sodium, instantaneous, studious, supercilious, symposium,
 20 victorious, Borneo, Holyoke (-tick *h*), Junius, Keogh,
 21 Yokohama, impervious, hideous.

(l) THIRD-PLACE DIPHTHONG *yōō* :—

1 obtuse, absolutory, abusive, acidulous, actuary, adducible,
 2 assume, attune, avoirdupois, bibulous, burin, cachou,
 3 calumet, capsule, casuist, celluloid, chasuble, coiffure,
 4 copula, corduroy, corpulent, creature, credulous, cubicle,
 5 cupid, cupidity, deduce, deluge, depute, diffuse, disputa-
 6 tious, dissimulation, disunite, effectual, emu, emulate,
 7 ensued, epicure, erudite, estuary, euphemism, expostulate,
 8 extenuate, exuberant, exude, fabulous, flatulence, fraudu-
 9 lent, gesture, globule, good-natured, habitude, importu-
 10 nate, incubus, insuperable, issuer, masculine, munificent,
 11 nebula, newest, non-suit, occupation, oculist, oppugn,
 12 overture, penury, postulate, remunerate, retribution,
 13 spurious, stipulation, utility, voluble, Euclid, dutiable,
 14 producible, popular, petulantly, feudalism, depopulate,
 15 cucumber, astute.

(m) JOINED DIPHTHONGS :—

1 watcher, water, waterage, waterbutt, water-cart, water-
 2 course, watercress, watered, waterfall, water-fowl, wateri-
 3 ness, watering-place, waterish, water-lily, water-logged,
 4 waterman, watermark, water-melon, water-mill, water-pot,
 5 waterproof, water-rot, water-rat, watershed, waterspout,

6 *waterway, waterworks, waterwort, watery, Waterbury,*
 7 *Waterford, Waterworth, washer, washerwoman, Welsh-*
 8 *woman, war, Warbeck, warble, warbler, warbling, War-*
 9 *burton, Wardleworth, Warton, war-cry, ward, warden,*
 10 *war-dance, warded, wardenry, warding, warder, wardrobe,*
 11 *wardroom, warfare, warlike, warlock, warm, warmed,*
 12 *warmer, warmest, warmhearted, warm-heartedness, warm-*
 13 *ing, warming-pan, warmly, warn, warned, warner, warp,*
 14 *warped, war-paint, war-path, warrant, warrantable,*
 15 *warranty, warranter, warred, warren, warrener, warring,*
 16 *warrior, war-song, Warsaw, wart, wartwort, war-whoop,*
 17 *war-worn, wax, waxed, waxen, wax-end, wax-work,*
 18 *waxy, week, weak, weaken, weakened, weakening, weaker,*
 19 *weakest, weak-eyed, weekly, weakly, weakens, weakness,*
 20 *wick, wicked, wickedly, wickedness, wicket, Wicklow,*
 21 *wake, waked, wakeful, waken, wakened, wakener, waker,*
 22 *walk, walker, walking-stick, Wakeford, wag, wagged,*
 23 *waggery, waggish, waggishly, Wagstaffe, wagon, wagonage,*
 24 *wagoner, wagonette, wagtail, wig, Wigan, Wigton,*
 25 *wigwam, wimple, wimpled, woman, womanhood, womanish,*
 26 *womanly, women, Wemyss, Wilkin, Wilkins, Wilkinson,*
 27 *Wilks, Williams, Williamson, Wilmington, Wilson,*
 28 *wamble, wampee, wampum, wombat.*

(n) *W AND Y DIPHTHONGS BETWEEN A STROKE CONSONANT AND AN INITIAL HOOK.* [See Exercise 136 par. (d).]

1 *equality, equalize, equalization, equalized, equalizing,*
 2 *qualify, qualified, qualifiable, qualification, qualifier,*
 3 *qualitative, disqualify, disqualification, disqualified, soldier,*
 4 *soldierly, soldiering, foot-soldier, healthier, wealthier,*
 5 *loftier, worthier.*

(o) *JOINED VOWELS.*

The italic type indicates that the vowel should be joined to the consonant.

1 *alder, alderman, aldermanic, all-fools' day, all-fours,*
 2 *all-hail, all-hallows, all-souls' day, allspice, alter, altar,*

- 3 altar-cloth, altar-piece, alterable, alterant, alteration,
- 4 alterative, altered, alterer, altering, also, Albany, Alcester,
- 5 Alderborough, Alderbury, Alderney, Aldersgate, Alder-
- 6 shot, Alderson, Alderston, Aldridge, Althorp, Alton,
- 7 Alston.

(p) JOINED LOGOGRAMS :—

- 1 *all-wise, almighty, almost, although, already, whatsoever,*
- 2 *whoever, whoso, whosoever, eye-salve, eye-servant, eye-*
- 3 *service, eye-sore, eye-tooth, two-decker, two-fold, two-legged,*
- 4 *two-lobed.*

[See also Exercise 13.]

EXERCISE 143.

The W and Y Diphthongs (continued).

GRAMMALOGUES.

ˆ *beyond*, ˘ *with*, ˙ *when*, ˚ *what*, ˜ *would*, ˝ *will*.

See Note at the head of Exercise 142.

1. Some *wag* has described *the man who walks along the street with a lady on each arm* as “*An ass between a couple of panniers.*” 2. *It would appear that the Italians also are troubled with these weak men and women, for they liken the man who takes up the footpath in this way to “A pitcher with a pair of handles.”* 3. *Beyond all question such behaviour is a serious breach of good manners, for what chance have other people to walk with ease when three persons occupy so much space?* 4. *It is not easy to awake weak men to a sense of the ridiculous.* 5. *There will always be fools and maniacs in the world in spite of the lessons of superior minds.* 6. *Librarians of various nations agree in supposing that there were almost a quarter of a million books in the great library of Alexandria, which is said to have been burnt in the seventh century by the Arabian soldiers in obedience to the imperious order of their barbarian leader.* 7. *Only an educated man or woman can appreciate the loss caused by this act of fierce incendiarism.*

8. *It was a wicked and idiotic crime to destroy so glorious and miscellaneous a collection of books, works of genius, a memorial of the wisdom and experience of the ancient sages.*
9. *How frequently does a thoughtless or an ignorant act produce overwhelming trouble to others ! (232)*

EXERCISE 144.

The W and Y Diphthongs (continued).

See Note at the head of Exercise 142.

1. *Beyond all question it is easier to criticise an old plan than to formulate a new one ; yet serious men will frequently indulge in a lot of twaddle about what they call the faulty work of others.* 2. *It would be well if men who cannot appreciate the efforts of others would stand aloof and leave the workers alone to do their best.* 3. *What is more annoying than to be lectured on our supposed failings by a person of quite mediocre ability, but with a supercilious, censorious air of superiority ?* 4. *It is always hard to accept a rebuke with goodwill, even if we are blameworthy ; but it is doubly hard when we are rebuked by a person of decidedly inferior talents, and when we know there is no fault to warrant the punishment.* 5. *In such cases a weak man will burst forth into warm denials of the charges, let the result be what it will ; but the strong man will restrain the words which rise to his lips, and will wait for a happier occasion to prove the misquotation or remove the misapprehension.* 6. *And experience shows that his method of refutation is the best. (193)*

EXERCISE 145.

The W and Y Diphthongs (continued).

See Note at the head of Exercise 142.

1. *" There is no evil that cannot be endured save dishonor," said a great man in the fourth century, and his words are*

beyond question as true to-day as then. 2. *What would human society be like if it were not for the regard which men have for their reputation?* 3. *"The purity and hardness of the diamond belong to the very first particles which unite at its heart's core; the others which the mysterious laws of the Creator attract around these to increase and perfect the beautiful crystalline mass, must needs share the qualities of the former."* 4. *So, if a man takes but a right view of what is honorable, and strives always to follow that view, no matter what may be the result, he is not likely to deviate from the path of duty or to be guilty of behaviour in any way unworthy of an honest man.* 5. *If you look around in the various walks of life, you will see that it is those who have a high notion of what is honorable, whether they be statesmen or warriors, workmen or employers, wealthy or poor, who hold the esteem of their fellows; whose works are invariably read with attention, and whose counsel is followed with obedience.* 6. *The superior man is almost invariably one with a right appreciation of what is just.* 7. *You may be industrious; you may be intellectual; you may be wealthy; but you cannot be illustrious in the right sense of the word, and you will fail to ingratiate yourself in the hearts of your fellows, unless you are an upright and an honorable man.* 8. *"All wickedness is weakness," and if this excuse would serve, the most notorious villain might urge it.* 9. *Cultivate a sense of honor, and you will soon have the ability to resist a dishonorable suggestion.* (301)

EXERCISE 146.

The W and Y Diphthongs (continued).

See Note at the head of Exercise 142.

MESSRS. Wakefield and Williams.

Dear Sirs,—Referring to the order for various lines of hardware and cutlery with which you favored us through our Mr. Walker, we have forwarded all the goods by rail to-day,

and now enclose herewith our invoice for the same. Will you please note that the price for the dinner knives is 18/6 per dozen, not 17/6 as given in your order? If Mr. Walker gave you the last named figure when he called upon you, it was a misquotation, which we trust you will overlook. We would add that we have no wish to withdraw from a quotation named by our traveller, and if you are in the least dubious about the matter we shall be pleased to accept your figure. But we assure you that this quality of knife has always been sold at 18/6 per dozen. It is warranted to be made of the finest material, and is beyond all doubt superior to what is offered by other firms at very much more money. Yours truly, Crossthwaite and Wiggins. (182)

EXERCISE 147.

The W and Y Diphthongs (concluded).















See Note at the head of Exercise 142.

MESSRS. Warner and Ward.

Dear Sirs,—In reply to your inquiry, we are pleased to state that our experience of Messrs. Conway and Farnworth extends over twenty years, and that our relations with them have always been of the most cordial kind for the whole of that period. They are genial and industrious men, with whom it is pleasant to deal, and we have reason to know that they will not permit the slightest deviation from straightforwardness in their business. It is beyond question that they do a good Colonial business as clothiers and hosiers, besides being shippers of miscellaneous goods. What we have said about this firm would, we have no doubt, be corroborated by all who have dealt with them. You will be quite warranted in extending to them a credit for the amount you name. We appreciate your kind offer, and shall not hesitate to remind you when we require similar assistance. Yours faithfully, Wardlow and Wilson. (160)

EXERCISE 148.

Contractions.

 establish-ed-ment,
  immediate,
  immediately,
 interest,
 interested,
 disinterested-ness,
 uninteresting,
 understood,
 understand,
 enlarged,
 mistaken,
 acknowledged,
 natural-ly,
 satisfaction.

Dear Sir,—It may interest you to know that we have recently enlarged our establishment in Broadway, and that we are now prepared to forward immediately from stock any of the goods named in the catalogue enclosed. Any orders you may be kind enough to send us will receive our immediate and careful attention. We are naturally desirous of obtaining a trial order from you from the fact that we have not hitherto been favored by you. We think we are not mistaken in saying that you would be interested in seeing our new extension and the great variety of goods we are offering at prices that will surprise you, and which are acknowledged to be very much below those charged by other firms. We assure you that such a visit as we suggest would not be uninteresting to you, and while we do not pretend to be absolutely disinterested in this invitation, it may be understood that we shall not ask you to buy anything should you favor us with a call. Though we do not tax your faith by any statement of alleged disinterestedness, we yet claim to understand our business perfectly, and we take a natural pride in the reputation we have established for straightforward dealing. Should we be fortunate enough to establish business relations with you we feel certain that it would be to our mutual satisfaction. Awaiting your kind favors, We are, Dear Sir, Yours faithfully, Matthew Butterworth and Sons. (245)

EXERCISE 149.

Disyllabic Diphthongs.

The angular signs for these diphthongs are written in the same places as the simple long vowels, and they are employed for the representation of a long vowel followed by an unaccented short vowel. In this Exercise and in Exercises 150 to 154 inclusive, the angular signs should be written (in words other than grammalogues and contractions) to express the combination of letters printed in italic type.

(a) FIRST-PLACE DISYLLABIC DIPHTHONG *ah-i*, ETC. :—

- 1 *assai*, *Caaba*, *maestoso*, *sahib*, *Tippoo-Sahib*, *serai*, *Haggai*.
- 2 *Hawaii* (upward *h*), *Isaiah*, *solfaer*, *naiad*.

(b) SECOND-PLACE DISYLLABIC DIPHTHONG *ā-ĭ*, ETC. :—

- 1 *abeyance*, *abeyant*, *aerate*, *aeration*, *aerified*, *aerolite*,
- 2 *aerolitic*, *aerology*, *aerometer*, *aerostat*, *aerostatics*,
- 3 *aerostation*, *aerography*, *aeronaut*, *aeronautic*, *algebraic*,
- 4 *algebraical*, *algebraist*, *alcaic*, *aorist*, *assayer*, *arrayer*,
- 5 *Aramaic*, *Baal*, *bayonet*, *betray*, *betrayal*, *brayer*,
- 6 *cacao*, *caique*, *chaldaic*, *choleraic*, *clayish*, *clayey*, *cocaine*,
- 7 *Cyrenaic*, *decayer*, *elaine*, *flayer*, *sayer*, *gainsayer*, *sooth-*
- 8 *sayer*, *gayest*, *gaiety*, *hebraic*, *Judaic*, *laic*, *laity*, *layer*,
- 9 *slayer*, *mayonnaise*, *mayor*, *mayoralty*, *mayoress*, *mosaic*,
- 10 *obeyer*, *payer*, *payable*, *phaeton*, *pharisaic*, *player*, *crayon*,
- 11 *portrayal*, *portrayer*, *preyer*, *prosaic*, *prosaical*, *Ptolemaic*,
- 12 *purveyor*, *purveyance*, *ratepayer*, *sayest*, *sayer*, *séance*,
- 13 *spondaic*, *sprayer*, *stanzaic*, *stayer*, *strayer*, *surveyor*,
- 14 *taxpayer*, *voltaic*, *whzey*, *whzeyish*, *Archelaus*, *Baalim*,
- 15 *Biscayan*, *weighable*, *weigher*, *waylayer*.

(c) THIRD-PLACE DISYLLABIC DIPHTHONG *ē-ĭ*, ETC. :—

- 1 *agreeable*, *agreeableness*, *agreeably*, *apotheosis*, *apotheosise*,
- 2 *Aramean*, *areola*, *areolation*, *athenæum*, *augean*, *aureola*,
- 3 *Ave Maria*, *ideal*, *beatific*, *caffein*, *Chaldean*, *choreus*,
- 4 *Circean*, *codeine*, *colosseum*, *colossean*, *creosote*, *cuneiform*,

5 Cytherean, decreer, deicide, deified, deity, deism, deist,
 6 diaphaneity, diarrhea, dyspnæa, empyrean, eocene, eon,
 7 eozoic, eozoon, epicurean, adamantean, Etnean, fealty,
 8 foreseeing, seer, foreseeer, freer, freest, Galilean, geocentric,
 9 geocentral, geographic, geographical, geological, geoman-
 10 cer, geometric, geometrical, gigantean, heterogeneity,
 11 homogeneity, howbeit, hymneal, hymnean, idealist, ideal-
 12 istic, idealize, idealization, ideograph, incorporeity, leonine,
 13 lethean, lyceum, Maccabean, Manichean, museum, Nea-
 14 politan, Nemean, neolithic, neologian, neologic, neophyte,
 15 neozoic, nereid, nuclei, nymphean, orphean, pean, pana-
 16 cea, pandean, Parseeism, peon, peony, peonage, peritoneum,
 17 peroneal, petrean, phariseeism, pheon, pigmean, plebeian,
 18 pleonasm, polypean, polytheism, polytheist, preamble,
 19 pre-engaged, prytaneum, Pyrenean, Pythagorean, ratafia,
 20 reabsorb, readdress, readjusting, readmit, readmission,
 21 reaffirm, real, really, realism, realist, realistic, realize,
 22 reannex, reappear, reappearance, reappoint, reapportion,
 23 rearrange, reascend, reassemble, reassign, reassure, re-elect,
 24 re-election, re-enact, reinforce, re-enforce, re-engage,
 25 re-examine, re-export, reimburse, reinsert, reinstall, rein-
 26 state, reinsure, reinvest, roseola, rubeola, Sabeian, Saddu-
 27 cean, seest, seer, sheol, sight-seeing, sight-seer, spontaneity,
 28 stearine, stearate, Tarpeian, thearchy, theory, theoretic,
 29 theoretical, theorem, theatre, theine, theism, theocratic,
 30 theologian, theological, theosophic, theorist, unseeing,
 31 zeolite, zeolitic, Actæon, Arimathea, Asmodeus, Beatrice,
 32 Boadicea, Canea, Cleopatra, Corea, Crimea, Galatea, Galileo,
 33 Iatakia, Theodore, Zaccheus, Judea.

(d) FIRST-PLACE DISYLLABIC DIPHTHONG *aw-i*, ETC. :—

1 drawer, gnawer, wiredrawer, withdrawer, withdrawal,
 2 flawy.

(e) SECOND-PLACE DISYLLABIC DIPHTHONG *ō-i*, ETC. :—

1 azoic, beauish, bellower, benzoic, benzoin, bestower,
 2 bestowal, billowy, blower, borrower, bowie-knife, boa,

3 coadjust, coadventure, coalesce, coalesced, coalescence,
 4 coalescent, coalition, coalitionist, coally, coaptation, co-effi-
 5 cient, coeternal, coessential, coetaneous, coexist, coexistence,
 6 coexistent, coextension, coincide, egoist, egoism, eozoic,
 7 eozoon, epizoa, epizoan, grower, heroic, heroical, heroism,
 8 heroine, hylozoic, introit, knowable, knowER, lower,
 9 lowest, lowered, meadowy, mower, narrower, Noah, Moab,
 10 noological, oasis, oolite, oolitic, oological, Owen, Owenite,
 11 palæozoic, playgoER, poem, poet, poesy, poetess, poetaster,
 12 poetry, polyzoan, proa, proem, protozoa, protozoic, sower,
 13 rower, snowy, slower, slowest, showy, shower, showily,
 14 showiness, stoic, stoicism, stoical, stowage, stowaway,
 15 thrower, towage, towardly, untoward, wallower, widower,
 16 willowy, winnower, yellower, yellowest, yellowish, rowable,
 17 Zoilism, zoolite, zoophyte, ALgoa, Genoa, Boadicea, Chloe,
 18 Goa, Lowell (upward l), NowELL, Alloa, Samoa.

(f) THIRD-PLACE DISYLLABIC DIPHTHONG *ōō-ÿ*, ETC. :—

1 abluent, affluent, affluence, affluency, archdruid, bivouac,
 2 bluey, bluish, bluishly, brewER, brewing, brewery, bruin,
 3 crewel, gruel, cruelly, cruelty, cruet, deobstruent, evil-doer,
 4 doing, doings, druid, druidism, druidess, effluence, effluent,
 5 ewer, fluent, fluently, fluid, fluor, fluorine, fluoride,
 6 hallooing, Hebrewess (tick *h*), Hinduism (upward *h*),
 7 imbruing, jewel, jeweller, jewelry, Jewish, Jewess, Suez,
 8 louis-d'OR, mellifluent, mellifluous, mooing, obstruent,
 9 refluence, refluxent, ruin, ruined, ruinous, ruinate, ruination,
 10 sanguifluous, shoeing, shoER, shrewish, sluing, truant,
 11 undoing, well-doER, well-doing, wrong-doER, yewen, Ewart,
 12 Ewing, Lewis (upward l), Ruabon (upward r), wooing,
 13 wooingly, wooer, altruism.

(g) SEPARATE VOWEL SIGNS.

Separate vowel-signs must be employed for the representation of the vowels printed in heavy type :—

1 eoLian, eoLic, aERial, iodate, iodine, iodize, iodous, iolite
 2 ion, Ionian, Ionic, iota, OHio, Louisiana (upward l),

- 3 Ixion, Josiah, Elias, Maria, Siam, Uriah, riot, pious,
- 4 biology, O'Brien, diameter, dialogue, diaper, diarist,
- 5 diatonic, enjoyable, fiat, phial, viol, violence, violinist,
- 6 violation, miasma, liable, liar, allowance, alliance, royal,
- 7 royalty, royalist, rowel, hiatus, quietus, quietude, quietest,
- 8 quiesce, quiescence, quiescent, impiety, oology, perpetuity,
- 9 perspicuous, picayune, pioneer, preoccupy, poetic, pliable,
- 10 reaction, re-enter, re-echo, re-eligible, satiety, residuum,
- 11 situate, strenuous, triangle, ebriety, sobriety, duumvir,
- 12 duello, dubiety, druidical, fatuous, hyena, evacuation,
- 13 fortuitous, duodecimal, fluoric, lion, notoriety, nocuous,
- 14 vacuous, newish, moiety, Judaism, Jesuit, hypochondriacal,
- 15 Hewer, hyacinth, gratuity, gratuitous, giant, genii,
- 16 Genoese, fluidity, avowal, attenuate, buoyant, boyish,
- 17 casuistic, chaos, chaotic, coercion, coincident, coincidence,
- 18 co-action, coagulate, co-heir, co-aid, coeval, co-adjutant,
- 19 clairvoyant, cardiacal, co-ordinate, Creole, cyanide,
- 20 demoniacal, ingenuous, ingenuity, diurnal, dewy, drawee,
- 21 employee, employer, arduous, arguer, annuity, alloyage,
- 22 voyageur, aguish, aloetical, diabolical, prior, priority.

EXERCISE 150.

Disyllabic Diphthongs (continued).

See Note at the head of Exercise 149.

1. *The triumphs of ingenuity in the application of scientific theories to everyday needs are often the rewards of genuine hard toil and the defiance of an inclination to despair.* 2. *Success in these things, as in all others, is, as a rule, only won by long wooing, many rearrangements of ideas, withdrawals and alterations of plans, a frequent denial of self, and, above all, a steady loyalty to the end in view.* 3. *All this may sound disagreeably prosaic, perhaps, but it is really necessary to dwell upon these elementary facts; to assert and reassert them again and again, in order that you may be encouraged to face the obstacles which beset you.* 4. *The*

quiet student *in his study may be as truly heroic as the heated soldier in the turmoil and rush of the field of battle.* 5. *Have a worthy ideal, and pursue it faithfully, though you may be called an idle dreamer and a foolish theorist.* 6. *Picture to yourself how mankind would be situated now if it were not for the work of former theorists and their coadjutors, and what a museum it would take to hold even samples of the fruits of their labours.* 7. *Such thoughts will encourage you to persevere until you reach the goal of your ambition.* (210)

EXERCISE 151.

Disyllabic Diphthongs (continued).

See Note at the head of Exercise 149.

1. *Gaiety is agreeable and enjoyable so long as it is really ingenuous and not theatrical; but the least betrayal of the player's art in the laugh or smile, would, in reality, be fatal to our genuine enjoyment.* 2. *I do not, of course, mean to assert that the fluent jests and mock heroism of the stage are disagreeable in all cases—far from it.* 3. *The player is a kind of purveyor of fun to his audience, and if the article he provides is really of a good class the playgoer is more than reimbursed for his outlay in attending the theatre.* 4. *But it will be admitted that the highest perfection of the player's art is to make his words and actions appear real; if he succeeds in this he has achieved a genuine triumph.* 5. *But the gaiety which follows the use of the brewer's cup is hollow and, as a rule, disagreeable also.* 6. *It is often a poor attempt to reinvest some stale joke with a new form, and it only ends in the betrayal of the effect of the brewer's fluid.* 7. *Such jokes are as like to real wit as the noise of a brayer is like to music.* 8. *Punning has been said to be the lowest form of humour; but, really, I do not entirely agree with this idea.* 9. *I am far from tabooing puns, if they are good ones.* 10. *They serve to brighten our prosaic lives a little, and rouse us to a feeling of buoyancy, when, perhaps, we are*

inclined to mope. 11. No, *I should give a really smart punster freer scope for the exercise of his gaiety, with the proviso that cruel puns, or those likely to hurt anyone's feelings should be avoided.* 12. Wit is no excuse for a superfluous insult. (295)

EXERCISE 152.

Disyllabic Diphthongs (continued).

See Note at the head of Exercise 149.

1. Take Lewis (upward *l*) *Owen, the brewer, to the Athenæum, and show him the portrait of the heroic poet, who brought the reinforcement to the garrison in the camp.* 2. *The soldiers, it appears, kept up their gaiety to the last, though their stock of provisions was at the lowest.* 3. *They were stoical enough to endure patiently the troubles they could not remove, and their meagre allowance put their stoicism to a severe test.* 4. *It was disagreeable to have to act on the defensive, and they longed to be allowed to make a bayonet charge on the cruel foe.* 5. *But the Colonel, knowing how hopeless it was for such a small force to attack the enemy, whose diabolical cries rang in his ears, declined to countenance the idea.* 6. *To him it looked like a betrayal of the trust reposed in him, and though he admired the loyalty of the men, he refused to give an order which simply meant ruin to them.* 7. *The Colonel's poetic friend, who was in the camp, offered to go for assistance.* 8. *He was an agreeable youth, whose snowy linen and slim figure were more suitable to a theatrical hero than to one who acted in the stern theatre of real warfare.* 9. *But a braver or truer-hearted fellow could not be found.* 10. *He managed to get through the enemy's line, and soon re-appeared at the head of a force strong enough to scatter the foe.* 11. *The situation was speedily changed.* 12. *The besieged soldiers were able to reassert the power of civilized man, and joined in the bestowal of a lesson to the enemy which they are not likely to forget for a long time.* (276)

EXERCISE 153.**Disyllabic Diphthongs** (continued).

See Note at the head of Exercise 149.

Mr. John Murray.

Dear Sir,—We desire to call your attention to the enclosed price lists of our Diamond Aerated Waters, and trust to receive your kind order for a trial lot. You will find them agreeable in taste and appearance, and freer than any other make from the fault of being put up in awkward bottles. We may mention that we already supply the City Athenæum and the chief theatres with our Aerated Waters, and that the demand for them is rapidly increasing. They are an ideal drink for the hot weather, while, as you will see, the list includes a beverage for the winter. We have added a new wing to our brewery, and in this we prepare all the mineral waters we supply. We have secured the most modern appliances which the ingenuity of the engineers has been able to invent, and we shall be pleased to show you over the works any time you care to give us a call.

Yours truly, Theobald Jewett and Sons. (170)

EXERCISE 154.**Disyllabic Diphthongs** (concluded).

See Note at the head of Exercise 149.

Mrs. Brewis.

Dear Madam,—I regret to have to notify you that your daughter Beatrice failed in the geographical portion of the examination held last week. We did our best to give her a sound theoretical preparation for the examination; but the extreme gaiety and buoyancy of her disposition, and her dislike to what she thought a prosaic lesson, proved a barrier to her success. We had hoped that her fluency of speech and expression might have been turned to good account in the examination, but we were disappointed. I trust that on her re-appearance in the school closer attention and more loyalty to the rules will produce better results in the future.

Yours faithfully, Maria Powell. (117)

EXERCISE 155.

Prefixes.

(a) *Con-* EXPRESSED BY A LIGHT DOT :—

- 1 *concave, conceal, concealed, concede, conceit, conceive,*
- 2 *centre, concentrate, concentrated, concentric, concep-*
- 3 *tion, concern, concernedly, concert, concerted, concertina,*
- 4 *concession, conciliate, conciliation, concise, conclave,*
- 5 *conclude, conclusion, conclusive, concoct, concoction,*
- 6 *concord, concordat, concrete, concur, concurrent, concus-*
- 7 *sion, condemn, condemned, condense, condensation, con-*
- 8 *denser, condiment, conditional, condole, condolence,*
- 9 *condone, conduce, conduct, conductor, conduit, confabulate,*
- 10 *confectioner, confederate, confer, conference, confession,*
- 11 *confetti, confide, confider, configuration, confirmation,*
- 12 *confiscate, conflagration, conflict, confound, confraternity,*
- 13 *confronted, confutation, congeal, congenial, congestion,*
- 14 *conglomeration, congratulate, congratulator, congregate,*
- 15 *congress, congruity, conjecture, conjectural, conjoint.*
- 16 *conjugal, conjugate, conjugation, conjure, connected,*
- 17 *connector, connive, connoisseur, connubial, conquest,*
- 18 *consanguinity, conscience, conscientious, conscious, con-*
- 19 *scription, consecrate, consecutive, consent, consequence,*
- 20 *consequential, consequently, conserve, conservative, con-*
- 21 *servatory, considerably, consign, consignor, consist, con-*
- 22 *solation, consonant, consort, conspicuous, conspire, con-*
- 23 *spirator, constant, constancy, constitute, constituent,*
- 24 *constituency, constrain, constructor, construe, consultation,*
- 25 *consume, consummation, contagion, contaminate, contango,*
- 26 *contemplate, contemporaneous, contended, contents, con-*
- 27 *text, contiguous, continuity, contour, contra, contracted,*
- 28 *contradiction, contradistinction, contrariety, contravene,*
- 29 *contributory, contrivance, controvert, contumacious, con-*
- 30 *tused, convalescent, convention, conventional, converge,*
- 31 *conversation, convex, convoy, convivial, convocation,*
- 32 *convulse, convulsion.*

(b) *Com-* EXPRESSED BY A LIGHT DOT :—

- 1 *combat, combative, combination, combustion, comestible,*
- 2 *comfit, comfortable, comforter, command, commander,*
- 3 *commandment, commemorate, commemorative, commence,*
- 4 *commendable, commendation, commensurate, comment,*
- 5 *commentator, commination, commingle, committal, commute,*
- 6 *commix, commodious, commodity, common, commoner,*
- 7 *commonplace, commonwealth, commune, communion,*
- 8 *communication, community, compact, companionable, com-*
- 9 *pany, compare, comparable, comparative, compassion,*
- 10 *compassed, compatible, compel, compendious, compensate,*
- 11 *competent, competitor, compilation, complacent, compli-*
- 12 *ment, complex, complexion, complicate, component, com-*
- 13 *posite, composure, compound, comprehend, comprehensive,*
- 14 *compress, comprised, compromise, compulsion, compulsory,*
- 15 *computable, computer, comrade, composedly, comport,*
- 16 *compositor, complicity, completed, commodore, common-*
- 17 *law, committee.*

(c) *Con-, com-, cum-,* OR *cog-* INDICATED BY WRITING THE FOLLOWING SYLLABLE OR WORD UNDER OR CLOSE TO THE CONSONANT PRECEDING *Con-*, ETC. :—

- 1 *preconceit, preconceive, preconception, preconcert, pre-*
- 2 *contract, subcontract, subcommittee, subconscious, bicon-*
- 3 *jugate, decompose, decomposition, decompound, deconse-*
- 4 *crate, decumbence, decumbency, decumbent, discomfit,*
- 5 *discomfiture, discommode, discompose, discomposure, dis-*
- 6 *concert, disconcerting, disconnected, disconnection, dis-*
- 7 *consolate, discontent, discontinued, discontinuance, con-*
- 8 *comitant, concomitance, excommunicate, excommunication,*
- 9 *accomplish, accommodate, accommodation, accommoda-*
- 10 *tor, accompany, accompanist, accompanying, accomplice,*
- 11 *misconstrue, misconceive, misconception, misconduct, mis-*
- 12 *compute, miscomputation, malcontent, uncomfortable, un-*
- 13 *common, uncomplaining, uncompromising, unconcern, un-*
- 14 *concernedly, unconditional, uncongenial, unconnected,*
- 15 *unconscionable, unconscious, uncontrollable, uncontrolled,*

16 *unconverted*, *encompass*, *encompassed*, *incombustible*, in-
 17 *commensurate*, *incommode*, *incommodious*, *incommunicable*,
 18 *incommunicative*, *incommutable*, *incomparable*, in-
 19 *passionate*, *incompatible*, *incompetent*, *incompetence*, in-
 20 *competency*, *incomplete*, *incomposite*, *incompliant*, in-
 21 *prehensible*, *incompressible*, *incomputable*, *inconceivable*,
 22 *inconclusive*, *incongruous*, *incongruity*, *inconsequence*, in-
 23 *consequent*, *inconsiderable*, *inconsideration*, *inconspicuous*,
 24 *inconstant*, *inconstancy*, *inconsumable*, *incontestable*, in-
 25 *controvertible*, *inconvenient*, *inconvenience*, *inconvertible*,
 26 *incumbent*, *incumbency*, *non-combatant*, *noncommis-*
 27 *sioned*, *noncommittal*, *non-conductor*, *non-content*, *incog-*
 28 *nita*, *incognito*, *ill-conditioned*, *ill-concealed*, *well-conducted*,
 29 *well-conditioned*, *irreconcilable*, *reconcile*, *reconcilable*,
 30 *reconciliation*, *recognize*, *recognition*, *recognizable*, *recog-*
 31 *nized*, *recognizer*, *recombine*, *recommence*, *recommend*,
 32 *recommendation*, *recommending*, *recommit*, *recommitment*,
 33 *recompense*, *recompose*, *recondite*, *reconduct*, *reconsider*,
 34 *reconstruct*, *reconvert*, *reconvey*, *overconfident*, *overcon-*
 35 *fidence*, *semi-conscious*, *semi-complete*, *semi-conjugate*,
 36 *circumduct*, *circumference*, *circumflect*, *circumfluent*, cir-
 37 *cumjacent*, *circumlocution*, *circumnavigation*, *circumscribe*,
 38 *circumspect*, *circumvallation*, *circumvent*, *circumvention*,
 39 *circumvolition*, *locum-tenens*. *Be constant*, *be confident*,
 40 *have confidence*, *in confidence*, *in conclusion*, *in consequence*,
 41 *my confidence*, *shall consider*, *shall continue*, *their control*.

(d) *Inter-*, *intro-*, OR *enter-* EXPRESSED BY HALF-LENGTH *n*.

Join the prefix in the following words :—

1 *interchain*, *interchange*, *interchangeable*, *interdependence*,
 2 *interdict*, *interdiction*, *interfere*, *interference*, *interfuse*,
 3 *interject*, *interjection*, *intercourse*, *interpellate*, *inter-*
 4 *pellated*, *interpellation*, *interpolate*, *interpolation*, *interpose*,
 5 *interposed*, *interposition*, *interpret*, *interpreted*, *interpreter*,
 6 *interrogate*, *interrogation*, *interrogatory*, *interrupt*, *interrup-*
 7 *tion*, *intertie*, *intertwine*, *interval*, *intervention*, *interviewed*,

- 8 *interweave, interwoven, introduce, introduced, introducer,*
 9 *introduction, introductory.*

Disjoin the prefix in the following words :—

- 1 *intercede, intercedent, interceder, intercept, intercession,*
 2 *intercessor, intercommune, intercommunicate, intercostal,*
 3 *interlace, interlacing, interlard, interleave, interline, inter-*
 4 *linear, interlink, interlock, interlocutor, interlope, inter-*
 5 *loper, interlude, intermarry, intermeddle, intermediate,*
 6 *intermedial, intermezzo, intermingle, intermittent, intermix,*
 7 *intermural, international, interplead, interpleader, inter-*
 8 *sperse, interstellar, interstice, introspect, introspection,*
 9 *introspective, introversion, enterprise, enterprising, enter-*
 10 *tain, entertainer, entertained.*

(e) *Magna-, magne-, OR magni-* EXPRESSED BY DISJOINED *m* :—

- 1 *Magna Charta, magnanimity, magnanimous, magnani-*
 2 *mously, magnetize, magnetized, magnetizer, magnetizing,*
 3 *magneto-electric, magnetometer, magneto-motor, magnific,*
 4 *magnificat, magnificent, magnificence, magnificently,*
 5 *magnify, magnified, magnifier, magniloquent, magnilo-*
 6 *quence, magnitude, demagnetize, electro-magnetism.*

(f) *Self-* EXPRESSED BY DISJOINED CIRCLES :—

- 1 *self-confident, self-conscious, self-control, self-defence, self-*
 2 *denial, self-esteem, self-evident, self-help, self-interest,*
 3 *self-love, self-made, self-possessed, self-possession, self-*
 4 *reliance, self-reliant, self-righteous, self-same, self-will,*
 5 *self-willed, self-abasement, self-absorbed, self-accusation,*
 6 *self-adjusting, self-applause, self-satisfied, self-collected,*
 7 *self-command, self-complacent, self-conceit, self-condemna-*
 8 *tion, self-congratulation, self-contained, self-convicted,*
 9 *self-deceit, self-delusion, self-depreciative, self-distrust,*
 10 *self-exaltation, self-existent, self-feeder, self-flattery, self-*
 11 *forgetful, self-glorious, self-imposed, self-indulgence, self-*
 12 *mastery, self-pity, self-praise, self-pride, self-protection,*
 13 *self-registering, self-reproach, self-sacrifice, self-seeker, self-*
 14 *support, self-taught, self-trust, self-worship.*

(g) *In-* EXPRESSED BY A SMALL FORWARD HOOK BEFORE THE CIRCLED LETTERS *spr*, *str*, *skr*, AND THE STROKE *h* :—

- 1 *inspiration*, *inspirations*, *instruct*, *instructor*, *instructed*,
- 2 *instructress*, *instrument*, *instrumentation*, *inscribable*,
- 3 *inscriber*, *inscriptive*, *inscroll*, *inscrolled*, *inhabit*, *in-*
- 4 *habitable*, *inhabitants*, *inhabiter*. *inhale*, *inhalation*,
- 5 *inhaled*, *inhere*, *inherent*, *inherency*, *inherence*, *inher-*
- 6 *ently*, *inherit*, *inherited*, *inheritable*, *inheritance*, *inheritor*,
- 7 *inheritrix*, *inhibit*, *inhibition*, *inhibited*, *inhibitory*,
- 8 *inhuman*, *inhumanly*, *inhumanity*, *inhume*, *inhumation*,
- 9 *inhumed*, *inhuming*.

THE STROKE *n* MUST BE WRITTEN IN WORDS LIKE THE FOLLOWING :—

- 1 *inseparable*, *insuperable*, *insupportable*, *insuppressible*,
- 2 *inscrutable*, *inhospitable*, *inhospitably*.

(h) *Trans-* IS CONTRACTED BY OMITTING THE *n*, WHERE ITS INSERTION WOULD BE AWKWARD, AS IN THE FOLLOWING WORDS :—

- 1 *transfer*, *transference*, *transferer*, *transformer*, *translate*,
- 2 *translation*, *translated*, *translative*, *translator*, *transmarine*,
- 3 *transmigrate*, *transmigration*, *transmission*, *transmit*, *trans-*
- 4 *mittance*, *transmitter*, *transmute*, *transmutation*, *trans-*
- 5 *parent*, *transpire*, *transplant*, *transport*, *transpose*, *trans-*
- 6 *position*, *transportation*, *transportable*.

(i) *Il-*, *im-*, *in-*, *un-*.

Repeat the *l*, *m*, or *n* in negative words where these prefixes are followed by the same consonant, as in the following words :—

- 1 *illaudable*, *illegal*, *illegible*, *illegibly*, *illiberal*, *illicit*,
- 2 *illiterate*, *illegitimate*, *immaculate*, *immaterial*, *immature*,
- 3 *immeasurable*, *immiscible*, *immobile*, *immoderate*, *immoral*,
- 4 *immortal*, *immoveable*, *immutable*, *innavigable*, *innocuous*,
- 5 *innocuous*, *innumerable*, *innutrition*, *unnamed*, *unknown*,

6 *unnecessary, unneighborly, unnerve, unnoticed, unnoted.*

7 EXCEPTIONS :—iLLimited, iLLimitable.

(j) *Ir-*. REPEAT THE FIRST *r* IN THE FOLLOWING WORDS :—

1 *irradiate, irradiated, irradiance, irradiation, irrational,*

2 *irreclaimable, irredeemable, irreducible, irrefragable, irre-*

3 *futable.*

EXERCISE 156.

Prefixes (continued).

In this Exercise, and in Exercises 157 to 160 inclusive, the hyphen before *con-*, *com-*, *cum-*, or *cog-*, indicates that the prefix should be expressed as shown in par. (c), page 178.

1. Try to retain your *-composure* in the face of contradiction. 2. He who exhibits confusion and *dis-composure* at the slightest *mis-construction* of his words is *self-condemned* as unfitted to rule others. 3. It is *in-conceivable* that anyone should be *-competent* to direct others who is *in-competent* to control his own feelings. 4. There is considerable force in the saying that an Ambassador should always wear spectacles, take snuff, and, at an interview, stand with his back to a window. 5. The reader may not concur in these *-conclusions* at first; but *re-consideration* will *-convince* him that their apparent *in-congruity* may be *re-conciled*. 6. I do not propose to *interpose* with an interpretation of the saying. 7. That would *interfere* with my purpose, which is to entertain as well as instruct the student. 8. Besides, it is *self-evident* that he must learn to be *self-reliant*, and if he does not trust to *self-help* in a small matter like this, how can he hope to succeed in a case where the task is magnified? 9. If he has inherited a love for investigation, he will have little trouble in answering any interrogation as to the meaning of the saying I have interwoven here. 10. If he has not inherited such a love then I would *re-commend* him to cultivate it now, lest his mental horizon be *cir-cumscribed* in an un-common measure. (224)

EXERCISE 157.

Prefixes (continued).

See Note at the head of Exercise 156.

1. *It is considered that more brain force is used in the effort to render a new impression permanent and self-sustaining than for any other kind of mental exercise.* 2. *So that those who by the exercise of a considerable amount of self-denial and self-control, accomplish the self-imposed task of fixing a good many new ideas so -completely in their minds that they are interwoven into their ordinary affairs of life, have used up an amount of energy which it is scarcely possible to magnify.* 3. *Every instructor knows that there are times when the pupil appears to be unable to concentrate his attention upon an explanation or an interpretation of a fact or a theory, and that at such times all efforts to communicate new notions are wasted.* 4. *It is wiser to dis-continue the lesson in such a case, and re-commence when the pupil's mind has recovered its power by an interval of rest.* 5. *The attempt to compel a tired brain to work, just to ac-commodate the convenience of the teacher is an interference with natural laws which will be resented.* 6. *Yet I consider it a serious error to interrupt one's studies for a lengthened interval, and I should not re-commend a complete dis-continuance of work for more than a few weeks.* 7. *We should continue consistently the course we have inscribed in our scheme of Lessons.* (228)

EXERCISE 158.

Prefixes (continued).

See Note at the head of Exercise 156.

1. *"Consols" is a contraction -commonly employed to convey the complete meaning of the term "Consolidated Annuities."* 2. *The loans made at various times to the State constitute the National Debt.* 3. *These loans were -consolidated for -convenience into one -common loan.* 4. *Since*

the conversion OR -consolidation the fund has been known by the concise term of "Consols." 5. *An in-competent speaker soon loses his composure and self-control in the presence of a considerable -company, and in his dis-composure makes statements which may easily be mis-construed.* 6. *His sentences grow more dis-connected and in-complete the longer he continues to talk, and often enough he is compelled in hopeless -confusion, to dis-continue his speech and lapse into silence.* 7. *Only -continued perseverance will enable such a person to conquer his weakness.* 8. *It is foolish to entertain the idea that it is in-cumbent upon one to interfere OR interpose in every dispute one witnesses.* 9. *A man may be treated as an interloper for intermeddling in a quarrel between persons unknown to him, and may possibly be unfortunate enough to intercept and receive a blow intended for another.* 10. *It is good to be magnanimous; but we should not magnify our duty, OR lose our self-possession.* 11. *It has been noticed that some persons appear to have an inherent desire to instruct everybody they meet.* 12. *A musical instrument; an inscribed tablet; an inscrolled message—almost any article OR any incident is enough to serve as inspiration to them, and at once they -commence to instruct the company upon the subject.* 13. *It is a disagreeable habit, and should be conquered.* (260)

EXERCISE 159.

Prefixes (continued).

See Note at the head of Exercise 156.

Mr. Constantine Connell.

Dear Sir,—I have carefully-considered the proposal you made at the recent -conference in Conway, and while I gratefully re-cognise your -considerate and even magnanimous tone at the interview, I have -concluded not to entertain the idea further. There are what I consider inherent defects in the proposed enterprise which forbid my inscribing my name on the list of

shareholders *in the company*. *I fear it will not be the instrument of profit which you anticipate. I am -conscious of all your kindness towards me in -connection with the scheme you have introduced, and I desire to express my gratitude for the hospitable reception you gave me. I can but repeat my appreciation of the great self-control you exhibited in spite of the interruptions to which you were exposed in the course of your speech at the conference.* Yours faithfully, Conrad Connor.

(147)

EXERCISE 160.

Prefixes (concluded).

See Note at the head of Exercise 156.

MESSRS. Congreve and Compton.

Dear Sirs, — Referring to our interview with your Mr. Magnus on the proposal to introduce into our works the new self-feeding and self-controlling spool winder, will you kindly forward us a detailed statement of the benefits claimed from the use of the patent ? It occurred to us that these were magnified at the interview ; but we are open to be -convinced of the utility of your invention, and we shall be pleased to instruct our manager to give it a trial. If the benefits are so self-evident as Mr. Magnus appeared to think, we shall adopt the patent. Is the attachment easily dis-connected when it has ac-complished its purpose, and can the worker readily ac-commodate herself to the use of the instrument ? Yours faithfully, Deacon and Cummings. (134)

EXERCISE 161.

Suffixes.

In this Exercise, and in Exercises 162 to 166 inclusive, the hyphen indicates that the suffix should be disjoined.

(a) *-ing* EXPRESSED BY THE STROKE *ng* :—

! *baying, braying, sobbing, enabling, disabling, aiding,*

- 2 dying, drying, deriding, residing, presiding, writhing,
- 3 wreathing, saying, sighing, sawing, sowing, easing, using,
- 4 throwing, showing, ushering, pushing, cashing, crashing,
- 5 rushing, washing, dashing, polishing, aiming, seeming,
- 6 steaming, swimming, consuming, presuming, assuming,
- 7 resuming, mowing, murmuring, booming, deeming, sham-
- 8 ming, naming, owning, awning, sinning, staining, swooning,
- 9 designing, chastening, glistening, christening, fastening,
- 10 knowing, singing, swinging, stinging, clinging, winging,
- 11 aiLing, sailing, swelling, stealing, wailing, whiling, lying,
- 12 laying, lowing, swallowing, following, bellowing, faiLing,
- 13 revilIng, scaLing, quellIng, yeLLing, ruLing, rowing,
- 14 rueing, borrowing, sorrowing, weighing, swaying,
- 15 roaring, rearing, wailing, whiling, stamping, swamping,
- 16 basing, Leasing, dozing, chasing, rejoicing, casing, kissing,
- 17 creasing, increasing, grazing, glossing, facing, freezing,
- 18 fleecing, voicing, revising, conversing, ceasing, unceasing,
- 19 saucing, massing, missing, promising, amusing, amazing,
- 20 grimacing, noosing, commencing, snoozing, recognizing,
- 21 mincing, evincing, Lacing, Loosing, Lessing, aRousing,
- 22 aRising, eRasing, piercing, racing, rising, rousing, terroriz-
- 23 ing, perusing, carousing, housing, quizzing, acquiescing,
- 24 whistling, embossing, whizzing ; placing, pressing, bracing,
- 25 blazing, tracing, distressing, addressing, jesting, adjusting,
- 26 digesting, encasing, taxing, fixing, vexing, annexing,
- 27 cruising, closing, enclosing, disclosing, glazing, disguising,
- 28 confusing, diffusing, refusing, suffusing, dusting, testing,
- 29 protesting, pining, spraining, puffing, paving, Browning,
- 30 rebuffing, tanning, straining, striving, diving, dining,
- 31 dawning, chafing, chaffing, canning, cleaning, skinning,
- 32 crowning, sickening, thickening, beginning, groaning,
- 33 gleaning, bargaining, fanning, feigning, frowning, conven-
- 34 ing, thinning, assigning, moaning, manning, mining,
- 35 summoning, earning, discerning, concerning, quickening,
- 36 impugning ; panting, sprinting, bending, tending, strand-
- 37 ing, drifting, Dinting, counting, discounting, seconding,
- 38 squinting, granting, grounding, fainting, finding, founding,

39 *fronting*, *flaunting*, *vaunting*, *venting*, *inventing*, *mount-*
 40 *ing*, *cementing*, *lamenting*, *demanding*, *remanding*,
 41 *impounding*; *pandering*, *pondering*, *splintering*, *bant-*
 42 *ering*, *tendering*, *cantering*, *encountering*, *squandering*,
 43 *thundering*, *shattering*, *meandering*, *entering*, *centering*,
 44 *sauntering*, *altering*, *loitering*, *sweltering*, *bewildering*,
 45 *faltering*, *smouldering*, *scenting*, *resenting*, *dissenting*,
 46 *consenting*, *netting*, *personating*, *ousting*, *hasting*, *shout-*
 47 *ing*, *shooting*, *waiting*, *hating*, *heating*, *parting*, *darting*,
 48 *smarting*, *concerting*, *sorting*, *distorting*, *assorting*, *fashion-*
 49 *ing*, *provisioning*, *motioning*.

(b) *-ing* EXPRESSED BY A LIGHT DOT :—

1 *paying*, *praying*, *playing*, *tapping*, *dipping*, *chipping*,
 2 *coping*, *groping*, *moping*, *nipping*, *lapping*, *ripping*, *weep-*
 3 *ing*, *hopping*, *eating*, *pitying*, *beating*, *dating*, *doating*,
 4 *rating*, *trying*, *straying*, *staying*, *etching*, *pitching*, *beach-*
 5 *ing*, *teaching*, *catching*, *snatching*, *reaching*, *bewitching*,
 6 *edging*, *paging*, *budging*, *dodging*, *gauging*, *converging*,
 7 *waging*, *cawing*, *pecking*, *breaking*, *talking*, *decoying*,
 8 *checking*, *joking*, *smoking*, *sneaking*, *raking*, *looking*,
 9 *hacking*, *growing*, *begging*, *dragging*, *smuggling*, *ragging*,
 10 *lagging*, *frying*, *fraying*, *flowing*, *fleeing*, *vying*, *purveying*,
 11 *surveying*, *conveying*, *thawing*, *airing*, *soaring*, *steering*,
 12 *swearing*, *paring*, *bearing*, *tearing*, *daring*, *jeering*,
 13 *injuring*, *conjuring*, *scaring*, *securing*, *squaring*, *fearing*,
 14 *veering*, *smearing*, *snoring*, *lowering*, *hoeing*, *haying*;
 15 *plotting*, *plating*, *budding*, *brooding*, *upbraiding*, *celebrat-*
 16 *ing*, *treating*, *prostrating*, *illustrating*, *devastating*, *rotat-*
 17 *ing*, *frustrating*, *doubting*, *dreading*, *radiating*, *inundating*,
 18 *crediting*, *chatting*, *cheating*, *fidgeting*, *cutting*, *skating*,
 19 *dissecting*, *transacting*, *attracting*, *detracting*, *protracting*,
 20 *secreting*, *grading*, *degrading*, *emigrating*, *migrating*,
 21 *fighting*, *flitting*, *floating*, *fretting*, *avoiding*, *evading*,
 22 *matting*, *permitting*, *promoting*, *consummating*, *letting*,
 23 *lighting*, *pelting*, *bolting*, *tilting*, *delighting*, *smelting*,
 24 *welting*, *emulating*, *shirting*, *quitting*, *squatting*; *portering*,
 25 *bordering*, *chartering*, *fluttering*, *flattering*, *frittering*.

26 muttering, smothering, ordering, disordering, rendering,
 27 surrendering, wandering, wondering, wintering, hindering ;
 28 chanting, enchanting, grafting, shunting, anointing, land-
 29 ing, lending, rending, rounding, surrounding, rafting,
 30 wanting, wending, wounding, winding, unwinding, wafting,
 31 hunting, haunting ; coughing, scoffing, craving, graving,
 32 engraving, grieving, raving, roving, reefing, waving,
 33 weaving, serving, preserving, observing, deserving, reserv-
 34 ing, conserving, starving, swerving, spurning, burning,
 35 turning, adorning, churning, adjourning, scorning, morning,
 36 mourning, learning, leaning, lining, maligning, running,
 37 raining, winning, waning, whining, yawning, yearning,
 38 heaving, behaving, shining, enshrining, enthroning,
 39 cautioning, apportioning ; prancing, pouncing, dispensing,
 40 bronzing, bouncing, entrancing, distancing, condensing,
 41 chancing, ensconsing, cleansing, rinsing, wincing, silencing,
 42 glancing ; pasting, posting, plastering, bolstering, coasting,
 43 casting, fasting, flustering, mastering, mustering, cluster-
 44 ing, resting, roosting, requesting, arresting, bursting,
 45 wasting.

(c) *-ings* EXPRESSED BY A LIGHT DASH :—

1 chippings, clippings, scrapings, sweepings, etchings, cut-
 2 tings, fittings, meetings, parings, borings, bearings,
 3 winnings, burnings, engravings, turnings, mornings,
 4 learning's, yearnings, wanderings, renderings, diggings,
 5 carvings, misgivings, livings, leavings, twistings, castings,
 6 postings, droppings, drippings, sittings, searchings, takings,
 7 moorings, wonderings, twitchings, plottings, windings,
 8 makings.

(d) *-ality, -ility, -arity*, ETC., INDICATED BY DISJOINING THE PRECEDING STROKE.

The hyphen indicates that the following stroke is to be disjoined :—

1 absorba-bility, accepta-bility, acquira-bility, adapta-
 2 bility, addi-bility, admira-bility, admi-rality, admissi-bility,
 3 advisa-bility, affa-bility, effecti-bility, agreea-bility,

4 aliena-bility, altera-bility, amena-bility, amia-bility,
 5 amica-bility, associa-bility, attaina-bility, attracta-bility,
 6 audi-bility, availa-bility, bar-barity, capa-bility, incapa-
 7 bility, car-nality, chargea-bility, combusti-bility, com-
 8 mensura-bility, communica-bility, commuta-bility, compati-
 9 bility, compressi-bility, condensa-bility, conduci-bility,
 10 conducti-bility, contracti-bility, contrac-tility, convi-
 11 viality, converti-bility, corrigi-bility, corrupti-bility, culpa-
 12 bility, credi-bility, crimi-nality, sta-bility, insta-bility,
 13 dura-bility, lia-bility, excita-bility, hospi-tality, for-mality,
 14 princi-pality, bru-tality, porta-bility, mo-bility, no-bility,
 15 ina-bility, disa-bility, popu-larity, fa-tality, fu-tility,
 16 mi-norities, feasi-bility, fusi-bility, vi-tality, deduci-bility,
 17 defensi-bility, demisa-bility, desira-bility, destructi-bility,
 18 diffusi-bility, digesti-bility, distensi-bility, dissimi-larity,
 19 divisi-bility, duc-tility, eligi-bility, equa-bility, erec-tility,
 20 exchangea-bility, expansi-bility, extensi-bility, falli-bility,
 21 fermenta-bility, fi-nality, inflamma-bility, flexi-bility,
 22 formida-bility, fra-gility, fria-bility, fri-volity, gene-rality,
 23 gulli-bility, hos-tility, illegi-bility, legi-bility, illi-berality,
 24 li-berality, ille-gality, le-gality, imita-bility, immisci-
 25 bility, immo-bility, immor-tality, immova-bility, muta-
 26 bility, immuta-bility, impalpa-bility, imparti-bility,
 27 impassi-bility, impecca-bility, impenetra-bility, implaca-
 28 bility, impondera-bility, impossi-bility, impregna-bility,
 29 inaudi-bility, incompressi-bility, inconverti-bility, indeli-
 30 bility, indissolu-bility, inERRA-bility, infalli-bility, infor-
 31 mality, inhospi-tality, inscruta-bility, insatia-bility,
 32 insepara-bility, insolubility, insupera-bility, invaria-bility,
 33 invinci-bility, jocu-larity, mallea-bility, modifia-bility,
 34 mor-tality, naviga-bility, nota-bility, ostensi-bility, palpa-
 35 bility, penetra-bility, perfecti-bility, permissi-bility, plu-
 36 rality, practi-cality, rata-bility, recepti-bility, remova-
 37 bility, repeala-bility, resisti-bility, revoca-bility, risi-
 38 bility, sana-bility, separa-bility, ser-vility, seve-ralty,
 39 simi-larity, singu-larity, angu-larity, solva-bility, suscepti-
 40 bility, tangi-bility, taxa-bility, tena-bility, tensi-bility,

- 41 tracta-bility, transmissi-bility, transporta-bility, volu-bility,
 42 vendi-bility, vulnera-bility, regu-larity, irregu-larity, juve-
 43 nility, gen-tility.

(e) *-ment* EXPRESSED BY *nt* :—

- 1 announcement, pronouncement, denouncement, advance-
- 2 ment, ascertainment, assignment, confinement, consignment,
- 3 commencement, refinement, pavement, imprisonment,
- 4 defacement, effacement, resentment, alignment, achieve-
- 5 ment, enlightenment, abandonment, enchantment, enlist-
- 6 ment, preferment, reappointment, reassignment, accompani-
- 7 ment.

(f) *-mental* OR *-mentality* EXPRESSED BY DISJOINED *ment* :—

- 1 instru-mental, instru-mentality, funda-mental, regi-mental,
- 2 regi-mentals, docu-mental, recre-mental, senti-mental, senti-
- 3 mentality, rudi-mental, sacra-mental, monu-mental, excre-
- 4 mental, detri-mental, supple-mental, experi-mental, depart-
- mental.

(g) *-ly* EXPRESSED BY DISJOINED *l* :—

- 1 astute-ly, distant-ly, bland-ly, blind-ly, blunt-ly, cogent-ly,
- 2 diffident-ly, friend-ly, unfriend-ly, coincident-ly, com-
- 3 petent-ly, incompetent-ly, confident-ly, constant-ly, in-
- 4 constant-ly, instant-ly, persistent-ly, compliant-ly, joint-ly,
- 5 conjoint-ly, contingent-ly, flippant-ly, obedient-ly, dis-
- 6 obedient-ly, diligent-ly, indulgent-ly, urgent-ly, impudent-
- 7 ly, imprudent-ly, improvident-ly, provident-ly, even-ly,
- 8 uneven-ly, vain-ly, ancient-ly, expectant-ly, latent-ly,
- 9 fervent-ly, fond-ly, faint-ly, impotent-ly, inadvertent-ly,
- 10 triumphant-ly, incipient-ly, inconsistent-ly, indolent-ly,
- 11 insolent-ly, antecedent-ly, negligent-ly, potent-ly,
- 12 precedent-ly, prudent-ly, radiant-ly, stringent-ly, sloven-ly,
- 13 tender-ly, stern-ly.

(h) *-ship* EXPRESSED BY *sh* :—

- 1 rector-ship, advocate-ship, abbot-ship, augur-ship, author-
- 2 ship, comrade-ship, captain-ship, censor-ship, chairman-
- 3 ship, chancellor-ship, chaplain-ship, chieftain-ship, cham-
- 4 pion-ship, citizen-ship, clan-ship, clerk-ship, collector-ship,

5 guardian-ship, commander-ship, companion-ship, con-
 6 troller-ship, counsellor-ship, court-ship, trans-ship, lady-
 7 ship, lord-ship, hard-ships, head-ship, town-ship, steward-
 8 ship, apprentice-ship, scholar-ship, deacon-ship, dictator-
 9 ship, disciple-ship, draftsman-ship, editor-ship, envoy-ship,
 10 librarian-ship, Messiah-ship, mid-ship, penmanship, pre-
 11 centorship, premier-ship, proconsul-ship, professor-ship,
 12 seamanship, squire-ship, survivor-ship, trustee-ship, ward-
 13 ship, associate-ship, heir-ship, acquaintance-ship.

(i) -lessness EXPRESSED BY DISJOINED *ls* :—

1 art-lessness, beard-lessness, blame-lessness, bound-lessness,
 2 care-lessness, cheer-lessness, hope-lessness, grace-lessness,
 3 sleep-lessness, taste-lessness, faith-lessness, daunt-lessness,
 4 dread-lessness, fault-lessness, fear-lessness, friend-lessness,
 5 fruit-lessness, ground-lessness, guile-lessness, harm-lessness,
 6 heart-lessness, heed-lessness, joy-lessness, law-lessness,
 7 list-lessness, life-lessness, piti-lessness, prayer-lessness,
 8 shame-lessness, sight-lessness, stain-lessness, thought-
 9 lessness, tire-lessness, use-lessness, worth-lessness, reck-
 10 lessness.

(j) -fulness EXPRESSED BY DISJOINED *fs* :—

1 art-fulness, bale-fulness, bane-fulness, bash-fulness, bliss-
 2 fulness, boast-fulness, bounty-fulness, care-fulness, cheer-
 3 fulness, hope-fulness, grace-fulness, rest-fulness, youth-
 4 fulness, peace-fulness, dire-fulness, dole-fulness, duti-
 5 fulness, faith-fulness, forget-fulness, fright-fulness, fruit-
 6 fulness, guile-fulness, joy-fulness, harm-fulness, health-
 7 fulness, hurt-fulness, law-fulness, unLaw-fulness, mirth-
 8 fulness, play-fulness, plenti-fulness, prayer-fulness, right-
 9 fulness, sin-fulness, skil-fulness, sloth-fulness, spite-fulness,
 10 sport-fulness, thought-fulness, trust-fulness, use-fulness.

EXERCISE 162.

Suffixes (continued).

See Note at the head of Exercise 161.

1. An air of cheer-fulness should be cultivated by all who

labour amidst *the* absorbing, bothering, wearing rush of business life. 2. *It will help them to bear more patiently the tantalizing, annoying troubles that arise from the vul-garity, hos-tility, or excita-bility of those they meet in business.* 3. *Not only so, but it will add very considerably to their grace-fulness of personality, and impart an air of perennial youth-fulness and hope-fulness that must preserve them from even an appearance of incivility to anyone.* 4. *Thus, their popu-larity will be increased, and they will acquirE a name for amia-bility that will assuredly assist them in extending and solidify-ing their business connections.* 5. *Anyone who has an extensive acquaintance-ship must know one OR more persons who have an habitual air of hope-lessness, help-lessness and list-lessness, and who are constant-ly whin-ing about some more OR less imaginary hard-ships which they are called upon to endure.* 6. *They do not, apparently, realise how detrimental such senti-mental nonsense must be to their health, or that it is likely to induce feelings of resentment in persons of refinement and enlightenment.* 7. *A friend-ly warn-ing, with such a statement of these facts as would put the case cogent-ly before them, might be successful in altering such silly ways.* (205)

EXERCISE 163.

Suffixes (continued).

See Note at the head of Exercise 161.

1. *A great authority on the art of teach-ing says that a moderate exhilaration and cheer-fulness grow-ing out of the act of learn-ing is certainly the most genial and the most effectual means of cementing the unions that we desire to form in the mind.* 2. *This, he says, is meant when we refer to the scho-lar as hav-ing a taste for his pursuit, hav-ing a heart in it, learn-ing with love.* 3. *The fact is perfectly well known, he adds ; the error, in connection with it, lies in dictat-ing OR enjoin-ing this state of mind on everybody in every situation,*

as if it could be commanded by a wish. 4. There are some teachers, though not a majority, who possess the knack of inspiring their pupils with this cheerfulness which is so helpful to them. 5. The affability and amiability of these teachers has not only the effect of keeping the pupils bright and cheerful, but it helps to maintain them in a proper state of docility and attention. 6. Such instructors have no need to address a scholar fiercely or violently. 7. They can keep a class diligently and constantly occupied, and yet the work proceeds pleasantly and smoothly the whole time, from the commencement to the end of the lesson. 8. Everyone feels that the teacher is keenly desirous for the advancement of his pupils, and there is no resentment or jealousy at the success of any pupil in the class. 9. The leadership or guardianship of such a teacher may be instrumental in the promotion of good citizenship and good fellowship in those entrusted to his care. (262)

EXERCISE 164.

Suffixes (continued).

See Note at the head of Exercise 161.

1. A small minority of people, having a rare credibility, think there is a fatality in all things, and that it is an impossibility that events should occur otherwise than as they do. 2. This theory, it should be said, does not affect their attractability, hospitality, or jocularity, and their sociability is just as great as that of the majority of those who cannot see the acceptability of fatalism. 3. It is positively provoking to a scholarly man to see the amazing facility with which many men will commence what they impudently call the study of some department of literature, and then as suddenly break it off to take up some other fad. 4. Far from regarding this flitting about as a sign of intellectual refinement or versatility, the real student looks upon it as a mark of imbecility, a mere senti-mentality or aimless wander-ing, highly detrimental

to anyone eager to learn. 5. He who aspires to a leadership in the world must work hard from the commencement, and be prepared for the abandonment of frivolity, insincerity, and undue conviviality, indulgence in which would make advancement an impossibility for him. 6. All tendency to heedlessness or slothfulness must be sternly checked, and the course as marked out must be pursued diligently and hopefully, and with confidence in the rightfulness of the cause in which he is working and studying. (223)

EXERCISE 165.

Suffixes (continued).

See Note at the head of Exercise 161.

Messrs. Canning and Cunningham.

Dear Sirs,—Having heard that you are in want of an enterprising agent for your tracing papers and other goods. I beg to offer you my services. I have some exceedingly strong connections in the printing and engineering businesses in this locality, being well known to the majority of the best firms, and I think that through my acquaintance-ship I could readily introduce your specialities into the firms I call upon. I am regarded as a man of considerable originality in my conduct of business matters, and I can give you ample evidence as to my ability, helpfulness, and the standing I have in the district. Of course, I should be willing to give you a fidelity guarantee to any amount (at your expense), and I shall be glad to enter into an experimental arrangement with you, if you prefer it. I may add that I have been instrumental in introducing many novelties into this neighborhood, and I confidently assert that I should be just as successful with your goods. I shall be happy to discuss terms with you. Awaiting your kind reply, I am, Yours faithfully, Alexander Mottram. (193)

EXERCISE 166.

Suffixes (concluded).

See Note at the head of Exercise 161.

Mr. Thomas Seller.

Dear Sir,—We have your letter containing various orders and we are attending to these immediately. Referring to the order from Mr. John Bailey, while we are far from doubt-ing this man's capa-bility of pay-ing for the goods, we should feel more satisfied if you would make further inquiry as to his credi-bility and business reputation. It is our funda-mental rule not to execute first orders without perfectly good reports as to the sta-bility of the customer. We do not mean to impute care-lessness to you, but you will permit us to remind you that the guardian-ship of our interests, as far as your orders are concerned, is entrusted to you, and we look to you not to fall into list-lessness in this regard as we might be landed into a serious position in consequence. Your expenses have been grow-ing lately, and we venture to suggest that you might curtail your hospi-tality to some extent. Yours truly, Crosby and Mortimer. (163)

EXERCISE 167.

Contractions.

probable-ly-ility, *improbable-ly-ility,* *republi-*
can,
publication, *remarkable-y,* *represent-ed,*
representation, *practice-d-cal-ly,* *practicable,*
impracticable, *phonographer,* *phonographic,*
† *instruction,* √ *parliament-ary.*

Dear Sir,—We have your letter of yesterday, offering to represent us in the district in which you reside, but as we are

already *represented* by Mr. Brown of Gateshead, *who has been our representative for some time*, your suggestion is at present *impracticable*. *It is probable that we shall cut up the district in a while, and if you are then open to take the position we should probably appoint you. In all probability the division will be made about October, and as it is improbable that you will have left the locality by then, we shall expect to hear from you about that time, with a view to your commencing the representation of our firm in an area to be fixed. If practicable, we should like you to give us a call, so that we can give you any instructions which may be necessary. We are sorry you are not a phonographer. Perhaps you could arrange to learn the phonographic art meanwhile? If you practised every day you might obtain a practical knowledge of the system by October. It is practically out of the question that you should have any difficulty in finding a teacher. There must be many in so busy a place who practise the phonographic art, and it would be remarkable if you had trouble in securing the services of an instructor. The improbability is altogether too great to be worth further consideration. We are rather quiet just now on account of the parliamentary recess; but when parliament re-opens we expect business will be remarkably brisk, through the publication of the debates, etc. Our Mr. Smith may not improbably be in your neighborhood before long, and if you have not called upon us meanwhile, he will try to see you. Your republican ideas would not interfere with your duties as our representative.* Yours faithfully, (309)

EXERCISE 168.

Grammalogues.

1. *My dear student,—May I deliver to you an opinion upon the advantage to be derived from private or extra study, taken from the remarks of one who was himself a student of more than ordinary ability, and whose usual plan it was to think for himself and do the best he could on every opportunity to find out*

the truth with regard to any particular question in which he felt any curiosity? 2. Shall I take it that you are willing, and that you have no objection to a Lesson, so long as it improves you and adds to your pleasure? 3. I will, and, oh, I do hope that of the number who read this page very many may be found who will be numbered among those who are called scholars. 4. The habits of literary occupation, says this gentleman, confer cheerfulness, even upon men of common minds; but if they are joined to the possession of great native talents, then they can accompany men in their fall from the highest offices to the most absolute retirement, as they did in the case of Lord Bacon, who, though he was degraded from his position in the court over which he had so long presided, yet at once assumed a higher place in another sphere, through the talents he had cultivated by study. 5. How much better it would have been for some gentlemen known to you and to me, if they had studied, say, Phonography, in their leisure hours! 6. Had they done so they would now have a better spirit and a more improved mind than we see they have. 7. I shall be happy to think they may see these words, and may use them to their own advantage. 8. What a great difference we should see in them! 9. I think we owe it to our fellows not to be disagreeable, moody, or dull; and I am certain that if we care to use the powers given to us by the Lord God, we can do much good to others, and we shall not be accused of such faults as I have referred to. (351)

EXERCISE 169.

Grammalogues (continued).

1. My dear Principal,—You and I know that there are a great number of things in Nature which we cannot account for, if we are to be true to the language of truth; because these things are quite above and beyond you and me. 2. The Lord has numbered them according to His will, and He can account for them; but we cannot. 3. Nor are we called upon to do so. 4. Shall I call them in one word too difficult for us? 5. Eh?

6. Ay, and though we may not care to be told this it is the mere truth, and the more we think it over the more we see the truth of my remark. 7. There is no use in calling it by any other word. 8. This has been my opinion from the first hour that I could think at all ; and I think I shall have this opinion for ever. 9. Mr. Grey, who has been my dear doctor during the year, thinks with me in this, and his opinion is quite equal to that of any gentleman I know. 10. It is very important that we should remember this truth when we come to deliver an opinion on the things we see in Nature. 11. In short, it should be remembered by every member and by all gentlemen who use their words according to the spirit of truth, and whose usual principle it is to use the truth on each and every opportunity, general and particular, that may come to them. 12. As for myself, I do not care very much whether I know all these things or not. 13. It is difficult for me to see in what spirit we should be improved, or what great advantage it would be to us, if we could see through them all, and account for them to each and every one who might call upon us for an opinion on them. 14. After all, there would be no great difference in the pleasure we should have in using them, however much we might use them ; nor should we be more happy if we could go down and give a true account of them at any hour during the year. 15. Are those who know the importance of these things more happy on that account ? 16. If our pleasure in these things had to be given up because we could not give an opinion of them, it would be quite different. 17. But it is not so. 18. Why, therefore, should we be put out because we cannot give an opinion on all that may come under the eye ? 19. Yet there are two gentlemen near me who cannot see the truth of this—Oh, that these two gentlemen could see how much we all owe to the good God, who has delivered these things to us ! 20. It was He himself who delivered them to us. 21. We have them from His hand, and principally for our improvement and that we might be improved. 22. It is according to His word and under His will that we have all these things. 23. Shall we not go toward Him, and thank Him as He should be thanked, in a spirit of awe and with the language of truth ? 24. I threw

out this remark a while ago to a large number of gentlemen who are down with me, and I think the delivery of my words has done them good. 25. Remember, I remarked, we could not have any of these things without God. 26. It was principally for your improvement that He has given them to you. 27. You could not buy them from anyone. 28. Ah, thank Him, therefore, gentlemen, in as true a spirit as you can. 29. I have put these words down in Phonography, my dear Principal, that you may see them and use them for advantage and improvement. (631)

EXERCISE 170.

Grammalogues (continued).

Mr. ERNEST RIVERS.

Dear Sir,—We have been inquiring into the statement you reported to us some time ago as made by a gentleman in your district, and we can come to no other conclusion than that he has uttered language which he himself knows to be false in spirit and in fact. There must be many people near your place who know the absurdity of the thing, and who, from the nature of the case, will know that the statement of Mr. D, is a mere fabrication of his own. We do not, however, see any use in taking further notice of him, nor shall we use any other means than that of mere silence in dealing with the case. We have turned the matter over in every shape, because we were at first inclined to go through the courts with it; but, after all, we threw out that idea as we were convinced that when our standing in the business world was remembered, no member of the community whose opinion we valued would think us guilty of carrying out such a principle as that imputed to us. Our chairman, Lord Cheesebury, called here on the 1st instant, and spent an hour discussing the matter with our general secretary, and his view was that, without doubt, the proper course was to ignore the statement. Those gentlemen who have had dealings with us know that we have always acted for their good equally with our own, according to our ability, and we are, therefore, content to rely upon the good name we have earned in the past thirty

years. We owe the man no grudge, though how or why he should come to make such a statement, and to use such language, we really cannot say. So far as we know, he has not been asked to buy any of our goods, and certainly he has not bought any. We have neither given him, nor shall we ever give him, just cause for enmity. Yours faithfully, Goodman Bros., Ltd.
(339)

EXERCISE 171.

Grammalogues (continued).

Mr. Robert Beach.

Dear Sir,—In reply to your letter of the 11th instant, I have very great pleasure in stating that Mr. Thomas Adams has been in my employ for the last five years, and has always proved himself quite equal to any demands that might be made upon him. He knows his Phonography thoroughly, as I have myself had occasion to prove very many times. Indeed, he has been thanked more than once by myself and my partner for the very excellent manner in which he has done this part of his work. I have remarked, too, that he is very willing to improve himself in any way, and to cultivate the gifts which God has given him. He has, therefore, gone about his work in a true spirit, and has very much improved during the period he has been with me. I think I have not had to address a single remark of a condemnatory nature to him all the while he has been in this office. I cannot say whether his acquaintance with accounts is deep enough for your purpose; yet I feel quite certain that if it is not, and you will give him the opportunity, he will do his best to meet all your requirements in this particular. He has a great reverence for the truth, and a proper sense of awe toward authority; and I am quite satisfied, therefore, that what he does will be done to the best of his ability. I may add that I am personally very sorry to lose his services, but I feel that I should not stand in his way when he has a good chance of improving his position. I shall be very happy to give you any other particulars you may desire. Yours faithfully,
Arthur Speakwell. (301)

EXERCISE 172.

Grammalogues (continued).

Dear Mr. Smith,—Referring to your call upon me on the 1st inst., I have had the particular matter of delivery of the goods before my principals, and I am now prepared to guarantee to deliver a large portion of them by the end of March, and the remainder toward the middle of April, if that will suit you. I shall be very happy, also, to have the goods put up in the short, flat boxes you liked so much when you were here, and for which we shall not charge extra, though each of them costs us a trifle under a penny. It is quite true, as I told you at the time, that we are more than usually busy with an important contract for these goods, the bulk of which has to be delivered this spring; but we are engaging a large number of extra hands, so as to get the work out in good time. Difficult as it is to fulfil several orders of such importance, and to be in time with them all, I have no doubt we shall be able to manage it. I thank you for your great courtesy in waiting for an answer, and I trust to have the pleasure of hearing from you that we may go on with the work at once. Yours truly, Wilfrid Mather. (225)

EXERCISE 173.

Grammalogues (concluded).

MESSRS. Baker and Burnside.

Dear Sirs,—We take this opportunity of calling your attention once more to our different patterns of prints which we sent you during the early part of this year. You may remember that we asked you to notice particularly the number of important improvements which we had introduced in the general finish and make-up of these goods, and which in our opinion rendered them extremely suitable for your market, above all others. We made these changes principally on the recommendation of two or three gentlemen who know your market very well, and on whose word we felt we could rely, and we are convinced that it

will be to our mutual advantage if you will permit us to make a trial shipment. We have done so well with these goods in other directions that we are quite satisfied you would find an experimental lot profitable beyond your anticipations. It is not our usual plan to ship on joint account, but as we cannot doubt the result in this instance we should be willing to forward a small lot on joint account with yourselves, if you care to do so. Trusting to hear favourably from you, we are, Gentlemen, Yours faithfully, Manning and Martin. (208)

EXERCISE 174.

Omission of Consonants, etc.

In this Exercise, and in Exercises 175 to 179 inclusive, the letter which should be omitted (in words other than grammalogues or contractions) is indicated by italic type.

(a) *P* OMITTED BETWEEN *m* AND *t* OR *sh* :—

- 1 pumped, plumped, prompt, promptly, promptitude,
- 2 prompted, prompter, bumped, bumpkin, bumptious,
- 3 bumptiousness, tempt, tempter, temptable, contempt,
- 4 contemptible, contemptuous, temptation, tempted, at-
- 5 tempted, temptress, attemptable, tramped, stamped,
- 6 stumped, damped, champed, jumped, camped, encamped,
- 7 unkempt, scamped, cramped, clamped, crimped, vamped,
- 8 thumped, swamped, limped, romped, humped,
- 9 exempt, exempted, exemption, presumption, presumptive,
- 10 presumptuous, pre-emption, consumption, consumptive,
- 11 assumption, assumptive, assumptively, resumption, re-
- 12 sumptive, gumption, redemption, redemptible, redemp-
- 13 tioner, pre-emptor.

(b) *T* OMITTED BETWEEN CIRCLE *s* AND ANOTHER CONSONANT :—

- 1 postage, postal, postboy, post-captain, post-card, post-chaise,
- 2 post-date, post-dating, post-dated, post-diluvian, post-entry,

3 *poste restante*, *postfix*, *post-horse*, *postman*, *postmark*,
 4 *postmaster*, *post-mortem*, *post-meridian*, *post-office*, *post-*
 5 *paid*, *postpone*, *postponed*, *postponement*, *postprandial*,
 6 *postscript*, *post-town*, *breastpin*, *breastplate*, *blast-furnace*,
 7 *blast-pipe*, *tasteful*, *tastefully*, *tasteless*, *testament*, *testa-*
 8 *mentary*, *testimony*, *testimoniaL*, *toast-master*, *trustworthy*,
 9 *trustful*, *trustfully*, *chastely*, *adjustment*, *text-book*, *text-*
 10 *hand*, *fast-day*, *mostLy*, *honestLy*, *dishonestLy*, *lastly*,
 11 *listless*, *listlessly*, *restless*, *restlessly*, *waste-book*, *wasteful*,
 12 *wastefully*, *waste-pipe*, *westward*, *wistfuL*, *wistfully*, *waist-*
 13 *coat*, *waistband*, *Westphalia*, *Westport*, *Westland*, *West-*
 14 *Indies*, *Westfield*, *Westcott*, *Westbury*, *Westbourne*,
 15 *Prestbury*, *manifestLy*.

(c) *K* OR *g* BETWEEN *ng* AND *t* OR *sh*.

Note that *n*, when it precedes the sound of *k* or *g*, is almost always pronounced as *ng* :—

1 *punctate*, *punctated*, *punctilio*, *punctilious*, *punctual*,
 2 *punctually*, *punctuality*, *punctuate*, *punctuated*, *punctua-*
 3 *Tion*, *puncture*, *punctured*, *tinct*, *tincture*, *tinctured*,
 4 *strongest*, *junction*, *conjunction*, *disjunction*, *injunction*,
 5 *conjunctive*, *disjunctive*, *adjunct*, *adjunctive*, *extinct*,
 6 *extinction*, *instinct*, *instinctive*, *instinctively*, *distinct*,
 7 *distinctly*, *distinction*, *distinctive*, *distinctively*, *distinct-*
 8 *iveness*, *precincts*, *succinct*, *succinctly*, *function*, *function-*
 9 *ary*, *functional*, *perfunctory*, *defunct*, *sanctity*, *sanctuary*,
 10 *sanctum*, *sanctification*, *sanctified*, *sanctify*, *sanctimonious*,
 11 *sanction*, *anxious*, *anxiously*, *anxiety*, *compunction*, *com-*
 12 *punctious*, *anguish*, *languish*, *languished*, *languishing*.

(d) *TICK the* :—

1 (Downward) *up-the*, *be-the*, *by-the*, *if-the*, *for-the*, *have-the*,
 2 *know-the*, *in-the*, *are-the*, *to-the*, *of-the*, *all-the*, *and-the*,
 3 *should-the*, *as-the*, *has-the*, *is-the*, *think-the*, *call-the* ; (upward)
 4 *at-the*, *had-the*, *which-the*, *so-the*, *see-the*, *was-the*, *will-the*,
 5 *OR-the*, *on-the*, *but-the*, *from-the*, *toward-the*.

(e) THE PHRASE of *the* INDICATED BY WRITING THE TWO WORDS WHICH IT CONNECTS CLOSE TO EACH OTHER :—

- 1 price (of the) carpet ; size (of the) room ; depth (of the)
- 2 cellar ; cost (of the) books ; features (of the) plan ; framer
- 3 (of the) bill ; cause (of the) war ; growth (of the) business ;
- 4 phase (of the) struggle ; strengthening (of the) girders ;
- 5 laying (of the) foundation stone ; passing (of the) measure
- 6 *for-the* benefit (of the) natives ; capture (of the) guns
- 7 (of the) enemy ; distance (of the) house *from-the* centre
- 8 (of the) town ; leaders (of the) various parties ; result
- 9 (of the) poll ; re-election (of the) president (of the) society ;
- 10 crossing (of the) Alps ; measurement (of the) ground ;
- 11 names (of the) ships ; titles (of the) books ; last (of the)
- 12 natives ; burial (of the) fallen ; love (of the) beautiful ;
- 13 signs (of the) times ; meaning (of the) passage quoted ;
- 14 defeat (of the) enemy and capture (of the) fortress ;
- 15 surveillance (of the) police ; countries (of the) world ;
- 16 home (of the) brave ; close (of the) session.

EXERCISE 175.

Omission of Consonants, etc. (continued).

See Note at the head of Exercise 174.

1. *He who is* really anxious *to be* exempt *from-the* fault *will* turn promptly *from-the* temptation, *on-the* assumption *that* prevention *is better-than* cure. 2. *This is* manifestly *the* wisest plan, *for unless there is* a punctual, almost *an* instinctive resistance, *even-the* strongest *may* fall. 3. Lay *this* injunction, then, distinctly before your pupils, *and* bid *them not to* languish *in their* efforts *for-the* extinction of evil. 4. Point *out to them*, also, *that* a perfunctory effort *will* infallibly end *in* failure, *and that-the* careless resumption (of the) courses *that have* previously occasioned anxiety *is* presumptive evidence *of* a weakness *in-the* inclination to resist. 5. *Mere* listless attempts *cannot be* considered as trustworthy signs *of* a

genuine desire to acquire self-restraint. 6. Such attempts are more likely to be regarded as manifestations of a restless disposition, whose owner will not achieve great distinction in-the world. 7. It is useless encouraging a foolish, trustful hope of success in those who evince no anxiety to deserve success. 8. Finally, it should be borne in mind that-the longer we persist in our habit, the harder it is to escape from it. (190)

EXERCISE 176.

Omission of Consonants, etc. (continued).

See Note at the head of Exercise 174.

1. Be prompt and punctual in your engagements ; postponements are disagreeable, and they are mostly brought about by lack of system. 2. The methodical man is always restless when he is compelled to wait for an unpunctual person. 3. I say distinctly there is no redemption (of the) time that is once lost, and it is a presumption for anyone to waste precious moments that cannot be recalled. 4. No position is high enough to sanction the assumption (of the) right to waste another person's time. 5. Look at-the facts honestly, and remember that if you are anxious to get on in-the world, your best testimonial will be a reputation for punctuality in-the dispatch (of the) business entrusted to you. 6. If your anxiety to achieve distinction is real, you will cultivate promptitude until it becomes an instinct with you. 7. Let no-one tempt you to claim exemption from-the rule that-the man who is punctual in-the adjustment of his own affairs will be equally prompt in-the adjustment (of the) affairs entrusted to him by others. 8. He is-the man who will have business matters to adjust. 9. Remember, too, that few men have jumped into a habit at once ; on-the contrary, habits grow upon us by degrees, and they are sometimes stamped upon us before their presence is dreamed of. 10. Many a man has cramped himself, and lost in-the race of life through giving way to-the temptation to procrastinate. 11. The player who loiters between-the

wickets is certain *to be* stumped. 12. *The* manner (of the) lesson *may* amuse you ; *but if* you take possession (of the) facts *I have put* before you *in-the* course (of the) lessons, and try *to* model your plan of work *at-the* beginning (of the) day *upon-the* lines *I have* laid down, *I shall be* satisfied, and *at-the* end (of the) year you *will be* benefited. 13. Thus, *we shall* both *be* pleased *at-the* result (of the) labour *we have* spent *upon these* shorthand exercises. (336)

EXERCISE 177.

Omission of Consonants, etc. (continued).

See Note at the head of Exercise 174.

1. *He who* is anxious *to be* exempt *from-the* evil must be prompt *to* resist-*the* temptation. 2. *The* force (of the) temptation *may* easily *be* forgotten *in-the* pleasure (of the) moment ; *but-the* strong man is distrustful of his power, and is careful *not to* estimate it too highly. 3. *The* punctual man economises time *by being* prompt *in all* things. 4. *The* head (of the) firm *should be* a model of punctuality *to everyone* (of the) firm's servants. 5. *It is* manifestly *beyond us* *to make up* at night the time lost *during-the* day. 6. *He who* sanctions wrong-doing cannot claim exemption *from-the* guilt (of the) crime. 7. *The* owner (of the) money does *not* always carry the purse. 8. Remember, too, that " *It is* an empty purse *which is* full of other men's money." 9. Pass *not* a listless youth ; *for-the* work (of the) Spring *will be* repaid *in-the* Autumn. 10. Many an honest man *has been* ruined *by-the* restless tongue of an idle neighbour. 11. Assumption of wisdom is often *the* sign of a fool. 12. *It is-the* function (of the) pupil *to obey the* directions (of the) trustworthy teacher, and thus gain distinction. 13. *The* failure (of the) firm *was* distinctly due *to-the* perfunctory manner *in which-the* men did *their* duty. 14. *The* actions (of the) minister aroused *the* contempt (of the) people (of the) country, *who* anxiously

called for his dismissal. 15. *The parks surrounding the residences (of the) nobility are an inviting feature (of the) English landscape.* 16. *Many rivers (of the) country are important factors in-the commerce (of the) nation, as their mouths form havens where seaports are situated and a large carrying business is conducted.* 17. *The city of London is-the capital (of the) British Empire, and-the centre (of the) money markets (of the) world.* 18. *New York is-the business centre (of the) American Republic, and-the port does more-than half (of the) foreign commerce (of the) country.* (325)

EXERCISE 178.

Omission of Consonants, etc. (continued).

See Note at the head of Exercise 174.

MESSRS. PEER *and* Bates.

Gentlemen,—I thank you for your letter (of the) 24th inst., and I am much obliged for-the copy (of the) correspondence which has passed between you and-the heads (of the) department in London. As far as I can see you are exempt from blame in-the matter (of the) postage accounts. You are quite correct in-the assumption that we deal with these accounts in-the same way here. I can assure you that I should be tempted to promptly resent any letters (of the) tone of those addressed to you, were such sent to me. I have-the strongest and most distinct recollection, too, that-the matter (of the) postage accounts has been considered before, and that-the present mode of keeping a record (of the) payments for postage is-the result of a recommendation by a most trustworthy accountant. Criticism (of the) kind expressed in-the letters to you can only bring about a restless, uneasy feeling in-the minds (of the) agents (of the) company, and I hope we are not to be annoyed with a repetition (of the) methods you so properly condemn. Yours truly, James Matthews. (198)

EXERCISE 179.**Omission of Consonants, etc. (concluded).**

See Note at the head of Exercise 174.

Mr. Charles Lewis.

Dear Sir,—I thank you for your prompt response to my application, and I will enter the boy as a student of your school on the resumption of classes in the new year. I think he will do well under your guidance. He has been a little cramped for opportunities in the school he has been attending, but I have great hopes that he will achieve distinction in a place where his talents have a chance of developing. If you will kindly obtain the whole (of the) text-books he will require, and leave the adjustment (of the) account for the same until the close (of the) term, I shall be greatly obliged. You have my sanction to direct the boy's studies as appears best to you. I am very anxious that he should be taught the value of a punctual fulfilment of his engagements. Yours faithfully, Jonathan More. (152)

EXERCISE 180.**Contractions.**

Dear Charles,—I am pleased to acknowledge your phonographic skill and I feel certain you will never regret that you are a phonographer. It is a mistake, however, to think, and you are altogether mistaken in thinking, that anything in the way of information is uninteresting to the representative of a newspaper or magazine. He may have a natural dislike to the display of his interest. He may appear entirely disinterested, and his disinterestedness may be obvious to a stranger or even to a boy messenger. Nevertheless, he is interested, or rather the public for whom his articles are published are interested, in practically everything that is going on in the world, and they naturally expect him, and have always expected him, to publish information of a satisfactory character on every subject, of whatever nature, and on every remarkable event

whenever it may have occurred, from-the destruction (of the) great Spanish Armada to-the doctrine (of the) new Parliamentary leader and-the prospect of Licensing reform in-the next session of Parliament. That is-the object for which they subscribe to-the magazine or paper which is represented by-the writer, and they would, in all probability, transfer their subscriptions immediately if it were not more-than probable that their object would be attained, if-the characteristic style (of the) writer were unsatisfactory in any respect, or if he were to represent in a wrong light some peculiarity in-the character of a peculiar man whom they respect. It is very improbable that any regular writer would make such a mistake. It would be so irregular and inconsistent that it may be said to be impossible in-the case of a writer who understood his work, and you will understand that in such a case the improbability or inconsistency may be put down as an impossibility. No one knows better-than the author of manuscripts or transcripts for-the press how essential it is that he should have catholic tastes in reading and study. He must know something about everything. Not even-the most unexpected subject must come as a surprise to him. He may be asked unexpectedly to write an article that will give instruction to readers all over-the kingdom on-the representation (of the) republican party in-the great republic of America ; or a notice (of the) death of an architect famous for his architectural genius and as-the designer of some peculiar specimens of architecture. If there is to be an immediate publication (of the) article, the writer has no time to think (of the) difficulties (of the) task he has to perform. It must be performed immediately, notwithstanding any objection he may have to-the hurry. And so nothing must be neglected if he is to give satisfaction to his editor. He must take an enlarged view of things, and neglect nothing that will enlarge his knowledge and influence and render-the performance of his work more satisfactory to himself and others. It is impossible to deny that occasionally his work is dangerous. I am thankful to say that he is seldom influenced by the thought of-the danger, and it is not improbable that he would face any danger

rather-than fail to obtain information which would be useful to-the public. He knows-the influence (of the) press on public opinion and-the establishment of domestic prosperity, and as far as practicable it is his uniform practice to assist the reverend gentlemen in his neighborhood in-the promotion of temperance reform and-the government of reason. I know he thinks some (of the) plans for-the reform of criminals are altogether impracticable, and-the improbability of success is only too apparent to his practical mind. He is especially careful to point out to-the reformers that if criminals are to be reformed they must be shown how to govern their inclinations when-the temptation to transgress comes upon them. Only yesterday, I met a writer who desires to establish or to see established a society whose members will take an especial interest in-the instruction (of the) remarkably low class of men whose lives have been remarkable for-the uniformity with which they have practised essentially vicious habits; who cannot govern their evil dispositions, and who are unwilling to be governed by others. We were joined by an uninfluential member of a dramatic society. We conferred together and were unanimous in thinking that-the proposed society was worthy (of the) support of all influential men, and that not improbably we should be able to persuade others (of the) importance (of the) movement. There was perfect unanimity, also, in our decision to attempt to carry the transaction to a satisfactory conclusion, so that-the transgressions (of the) unfortunate people referred to might be curtailed. Will you join the society? Yours truly, (908)

EXERCISE 181.

Contractions (continued).

Messrs. Barker and Bradley.

Gentlemen,—We have to acknowledge receipt of your letter of yesterday, together with-the proofs (of the) transcript (of the) address on “Modern Architecture.” We note that you expect this to come out better-than anything that you have done

for us before, and we are glad to think there is a prospect of improvement in-the character (of the) binding. Kindly let us know immediately the book is ready for publication, and we will send a representative with instructions for-the despatch (of the) bulk (of the) order. We cannot understand-the inconsistency of your attitude respecting the transfers for-the manuscript magazine sent you by messenger yesterday, and we cannot but regard your explanation as altogether unsatisfactory. We have done everything possible to meet your objection to a uniform size of character ; but-the other proposals you make were quite unexpected, and are altogether impracticable. Neither do we see what object would be gained by adopting the dangerous policy you suggest. From-the information at our disposal we can assure you that such an irregular proceeding would be resented by all-the regular readers (of the) magazine throughout-the kingdom. It must, therefore, be clearly understood that we shall have nothing whatever to do with-the proposal, and that rather-than associate our names with such an inconsistent policy, we shall retire from-the business altogether. We do not know-the writer you mention. We rather think he is-the sub-editor of a Catholic newspaper, in which case there should be no difficulty in finding his address. Yours truly, Moseley and Wild. (269)

EXERCISE 182.

Contractions (continued).

Mr. William Heaton.

Dear Sir,—I have seen-the architect with reference to-the architectural designs it is proposed to publish in-the “ Republican Gazette,” and he will probably be able to do something for us next month. He is extremely busy just now, and without neglecting his business it would be impossible for him to give immediate attention to-the scheme. Nevertheless, he will keep it in mind, and whenever he can find an opportunity he will give us-the benefit of his great knowledge (of the) subject.

This was as much as I expected ; indeed, I thought it more-than probable that he would refuse altogether, especially as I was an entire stranger to him. Yours faithfully, Peter Farmer.

(121)

EXERCISE 183.

Contractions (continued).

MESSRS. Digby and Cowley.

Gentlemen,—We regret to have to notify you of-the total destruction of our Cheshire premises by fire on Monday last, so that it will be impossible for us to perform our part (of the) contract with you in-the time specified. We are, however, making practicable arrangements for-the transfer (of the) work to our other branches, and notwithstanding-the difficulty in a peculiar business like ours, we think it is improbable that we shall be more-than a couple of months behind with-the delivery (of the) goods. We venture to hope that this will be satisfactory to you. We are naturally desirous of publishing the facts in our own way, so that we may not suffer from a faulty representation (of the) case. We have-the satisfaction, too, to know that so far our customers have been unanimous in their expressions of sympathy, and we trust that you will share in that unanimity. You know that we have always claimed it as a peculiar characteristic of ours that we have practically never before failed in-the performance of a promise, and we are thankful that in-the present instance we cannot be charged with a transgression of good faith. We should be more-than sorry to transgress in this way. We venture to think it is remarkable that in a business like ours, where-the premises are remarkably subject to destruction by fire, we have always performed our promises and given satisfaction to our clients. We shall take-the opportunity of enlarging our Cheshire works, and we hope that in-the enlarged factory we shall be able to influence a still greater share of patronage. We shall be glad to hear that we may rely upon your kindness in-the present trouble, and on your influential support in-the future.

We trust we have established a claim to your especial consideration, and we assure you that in-the new establishment we shall endeavour to establish a still more solid character for-the punctual fulfilment of all orders entrusted to us. Yours faithfully,
 Burnett and Fraser. (352)

EXERCISE 184.

Contractions (concluded).

Rev. ARTHUR ACTON.

My dear Sir,—I should have acknowledged your interesting letter earlier, had not-the Government unexpectedly invited me as a temperance reformer to give evidence before a Parliamentary committee, just before-the prorogation of Parliament. You will not be interested in details which must be uninteresting to any outsider; but as I know you to have a disinterested anxiety for-the reform of inebriates, I think it can be no mistake to tell you why such an uninfluential man as I was called to London. You know that I am influenced by a desire to carry into public, as well as private and domestic life, the doctrine of temperance in all things, which is an essential part (of the) education of a man, if he is either to govern himself or others, or if he is to submit to be governed by others and to avoid-the danger of being led away by mistaken men, with little or no practical knowledge (of the) subjects on which they speak so lightly. I trust I was able to represent my views in such a manner as to convince the committee of my disinterestedness, though it is improbable that-the members will subscribe entirely to my statement. I should think no committee ever yet subscribed absolutely to-the views of any witness, no matter how well those views may have been represented to them. As a phonographer I was interested in-the phonographic skill (of the) reporters present. The ability displayed in-the performanc of their duties was remarkable. Surely, no performer on a musical instrument requires more delicacy of touch than these gentlemen, who must have practised well to attain to such

dexterity. Good hearing must be essentially important in their case, as a single word missed would in all probability disturb the run of a whole sentence. I was so impressed by their performance that I shall not improbably renew my subscription to the phonographic magazines before I leave for the great republic across the Atlantic. I should like to have a verbatim speed, but the improbability of my securing this is obvious when I think (of the) little time I have for practice. If practicable I will call on you on Friday morning next, when we can discuss the outlook in temperance affairs more fully. Yours very truly, Thomas Drinkwater. (393)

EXERCISE 185.

Phraseography.

1 I have no doubt, that you are already convinced (of the) benefits to be derived from a practical knowledge of phraseography, and I think you must have seen by this time that the judicious use of this principle not only materially increases the ease and speed with which you may write, but that it also adds to the legibility of your writing. 2. I am sure that you recognise the truth of all this; and yet I am venturing to tell you again, so that you will be less likely to forget it. 3. "He who would be wise must be willing to be taught" is a proverb which you may remember reading in one of your phonographic text-books. 4. You must not be annoyed, therefore, if I tell you that which you already know. 5. It is not possible to know the rules (of the) system too well; and, of course, it should be your aim, and the aim of every phonographer, to know them as well as they can be known. 6. I think you will admit that it would be a good thing if all phonographers looked at the matter in this way. 7. This is, perhaps, too much to hope for; but you and I, who are our own masters in this affair, are determined, I think, that we shall obtain as good a knowledge (of the) rules as it is possible for us to obtain.

8. *Is-not-that our case?* 9. *I-am-sure it-is, and-it-is a pleasure to-me to-think-so.* 10. *You-will-do well, then, to practise phraseography diligently, taking as your models the phraseograms which-are given in "Pitman's Journal" week by week.* 11. *Of-course, it-is-not suggested that-you-should memorize the forms; but it-is-important that-you-should understand-the principles upon-which-the best phraseograms are made, and-it-is advisable that-you-should acquire a good style now, while you-are young in-the-system, if I-may put it in-this-way.* 12. *It-is for-these-reasons that I-am recommending you to-copy the shorthand matter given in-the "Journal," and-I-am-sure you could-not-have better practice.* 13. *You-must excuse me, however, if I-tell-you to beware how you-employ this fascinating principle.* 14. *There-are-some beginners in-the-art who do-not use it as-it-should-be used.* 15. *Therefore, I-say to-you. do-not-be led into-the ERROR of joining too-many words together, or of joining words simply because-they-will join.* 16. *If-you-will but follow my counsel, and copy good models, you-will soon acquire a correct and-graceful style which-will-be of-great assistance to-you in-your application (of the) wingèd art to-the purposes of-your business or profession.* (468)

EXERCISE 186.

Phraseography (concluded).

My-dear student,—I-think-you-will-agree with me that-we-have-had a pleasant journey together through-the pages (of the) first part (of the) "Instructor," or-the "Manual," and-that-the knowledge you have gained will-be interesting as-well-as useful to-you in-your future life. I-think-it-is-not likely that-you-will ever regret any trouble which-you-may-have-had during-the course. Of-course you-could-not expect to-master the subject as-it-should-be mastered without trouble. I-think I-shall-be

excused *if I say it would be* wrong for you to think that you can acquire knowledge without some difficulty. There are some pupils who would be glad to think in this way; but, of course, we are both aware, for our own reason will convince us, that it is not possible for them to do so. I do not expect that you are yet able to write very rapidly. We cannot expect that at present. But we can and we do expect that you will persevere in your practice (of the) art so that you will be in a position ere long to report a speaker as well as any phonographer you are acquainted with. I have no hesitation in saying that if you will practise every day you will achieve a measure of success that will be satisfactory to you as well as to me. But, of course, you must not dream of neglecting your regular practice, or you cannot hope to do well. I have done all that you can expect me to do for you, and it is a pleasure to me to think that you have done your best also. And now, if you will permit me, I will give you one piece of advice which you will do well to follow when you enter upon the study (of the) second part, or the "Reporter," as, of course, you will immediately. It is this: See that you learn all the grammalogues, and contractions thoroughly, so that you can write them without the least hesitation or difficulty. This is important for this reason: You will find that the majority (of the) words spoken in an ordinary passage are included in the list of grammalogues and contractions, and, of course, you must see from this that if you master the list perfectly you will have the outlines for the majority of words you will hear at your finger-ends. Do not, then, neglect your practice. See that you are doing all that you can to advance in dexterity with the system, and you will be surprised to find what you can do with it. It is said that "Practice makes perfect." Of course it is true that it does, and it will make you perfect as a phonographer if you will but practise and persevere. And who would not persevere to the end when he was as near the goal as you are, especially when perseverance means the possession of an ability which cannot fail to be of great service to him that has it? Yours truly. (524)

EXERCISE 187.

Punctuation, etc.

“ This world, after all our science and sciences, is still a miracle ; inscrutable, *magical* and more, to whosoever will *think* of it. That great mystery of time, were there no other ; illimitable, silent, like an all-embracing ocean-tide, on which we and all the universe swim like exhalations, like apparitions which *are* and then *are not* : this is for ever literally a miracle, a thing to strike us dumb—for we have no word to speak about it. This universe, ah me—what could the wild man know of it ; what can we yet know of it ? That it is a Force, a thousandfold complexity of Forces ; a Force which is *not we*. That is all ; it is not we ; it is altogether different from *us*. Force, Force, everywhere Force ; we ourselves a mysterious Force in the centre of that. ‘ There is not a leaf rotting but has Force in it : how else could it rot ? ’ Nay, surely, to the Atheistic Thinker, if such a one were possible, it must be a miracle too, this huge illimitable whirlwind of Force, which envelops us here ; never rest whirlwind, high as Immensity, old as Eternity. What is it ? God’s creation, the religious people answer ; it is the Almighty God’s ! Atheistical science babbles poorly of it, with scientific nomenclatures, experiments and what not, as if it were a poor dead thing, to be bottled up in Leyden jars and sold over counters ; but the natural sense of man, in all times, if he will honestly apply his sense, proclaims it to be a living thing—an unspeakable, godlike thing ; towards which the best attitude for us, after never so much science, is awe, devout prostration and humility of soul ; worship if not in words, then in silence.”—From Carlyle’s “ Lectures on Heroes.” (300)

EXERCISE 188.

Punctuation, etc. (concluded).

“ Look *there* ! The bloom of that fair face is wasted, the hair is grey with care ; the brightness of those eyes is quenched,

their lids hang drooping, the face is stony pale, as of one living in death. Mean weeds, which her own hand has mended, attire the Queen of the World. The death-hurdle where thou sittest pale, motionless, which only curses environ has to stop ; a people drunk with vengeance, will drink it again in full draught, looking at thee there. Far as the eye reaches, a multitudinous sea of maniac heads, the air deaf with their triumph-yell ! The living-dead must shudder with yet one other pang ; her startled blood yet again suffuses with the hue of agony that pale face, which she hides with her hands. There is there *no* heart to say, God pity thee ! Oh, think not of these, think of *Him* whom thou worshippest, the crucified who also, treading the winepress *alone*, confronted sorrow, still deeper ; and triumphed over it and made it holy, and built of it a ' Sanctuary of Sorrow ' for thee and all the wretched ! Thy path of thorns is nigh ended, one long last look at the Tuileries, where thy step was once so light—where thy children shall not dwell. The head is on the block ; the axe rushes—dumb lies the world ; that wild-yelling world, and all its madness is behind thee."—From Carlyle's " French Revolution." (241)

EXERCISE 189.

Writing in Position.

(All the following Exercises are counted in 20's.)

The staid student should try, by every means in his power, to acquire the ability to pursue a train of | thought steadily and without wandering from the plain plan he has set before himself. How can he hope to heap | up a multitude of facts, if he is continually hopping, as it were, from one branch of knowledge to another, | not stopping long enough to gather the fruit from one branch, ere he stoops to examine another? Let a youth | but think a moment of such loose methods, and he will see that they amount to a mere loss of (1) time, and, it may be, of temper also. Now, it is foolish to experiment or tamper with that which we | cannot repair; and it is well that we should recognise that a moment once gone is gone for ever. We | may regret the time we have lost, but there is not the least hope of recalling it. Let us but | feel the full force of this remark, and, if we have wasted the golden moments in the past, we shall | follow another and better plan in the future. It is, of course, right to say that there is no royal (2) route to the well of knowledge and the fount of wisdom, and that he who would sound the depths of | the one, and drink the waters of the other, must pass along the same rugged ways by which wise men | of all ages have travelled before him. He will, to be sure, find difficulties in his way, and he may | have many a bitter fight ere he reaches the goal of his ambition. But these will only fit him for | braver feats, and each victory will leave him stronger and better prepared for further effort, should such be necessary. Let (3) him but keep up his courage, and he may hope to cope successfully with any obstacle that may appear to | bar his progress. But, as we have said, it is above all things necessary that the student should be able | to fix his mind upon his subject, and keep it there; that he should be able to occupy his thoughts | and focus his powers upon one point, to the exclusion of all others for the time being; that, in a | word, he should have the power of applying himself to the mastery of the difficulty before him, and of refusing (4) to be drawn aside from his task upon any plea, no matter how plausible. And, if the student has not | this power of attention, he should try to acquire it by every means at his command. Let him set to | work in earnest, and he will find that the acquisition is not the utter impossibility which, at first sight, it | may appear to be. He can, at any rate, choose the right time and the right place to study, and | he can also do his best to chase away thoughts that would distract him. Patience and perseverance will work wonders. (500)

EXERCISE 190.

Writing in Position (continued).

The vowels marked in italic should be inserted.

There are many advocates of the theory that life is full of ample opportunities for all who care to seize | them and employ them, and that where men make an awful failure in life it is because, through some fault | or defect in their own character, they have not taken full advantage of the valuable chances that have been available | to them time after time, but have allowed their opportunities to melt away without an attempt to emulate the example | of their successful neighbours, and turn their chances to good | account. If, say the theorists, these men had tried to (1) adjust their ways to the position when the chance came, they would have succeeded just as well as others have | done, and their affairs would have prospered as the affairs of others with more force of character have prospered. But | the chances were missed, and the unfortunate ones are amazed at their failure. They affect to blame their want of | luck, when, as a matter of fact, their failure is the effect of their own carelessness. Now, it is remarkable | that those who are most voluble in affirming the necessity for forming a rapid judgment and taking immediate action when (2) favourable opportunities occur, are invariably successful men who have, in most instances, attained an affluent position by dint of hard | work and industry, or, as they declare in their own fluent way, by reason of putting into practice the theory | we have just explained. Without, however, seeking to advance a defence of laziness or sheer incapacity, it may be doubted | whether all who fail to amass wealth, or attain even to a competency, are to be blamed for their want | of success. There are, alas, too many men who appear to be utterly unable either to devise their own means (3) of advancement, or to follow the advice of others who are better qualified, and of such weak persons perhaps the | less said the better. But there are others whose want of success can be attributed to no fault of their | own. They have not had equal chances with others. The conditions of their early life, from which they could not | escape, have doubtless affected their bodies, their minds and temperament, and no amount of energy or zeal on their part | would enable them to extract as much from their opportunities as might be extracted by others reared under more favourable (4) conditions. There is no denying the influence of environment in giving tone to the mind, and it is very difficult | in later life to atone for the mischief done by unhealthy surroundings or a baneful atmosphere in childhood and in | youth. But, however much opinions may differ with regard to the inequality of the chances offered to men, and the | manner in which one's surroundings may operate in the formation of character and thus affect the part played by the | man, it will be agreed that everyone has some opportunities, and that, if he desires, he can create others. (500)

EXERCISE 191.

Figures.

Very much more interest may be derived from the study of figures, such as the Board of Trade Returns, than | at first sight appears likely. It does not require a very great effort of imagination to suppose that behind these | figures there may be stories of self-denial, suffering and misery, undreamt of by the thoughtless reader. Lord Russell of | Killowen produced in 1898 facts and figures to prove that in seven years £28,000,000 had | been lost in company liquidation, and that of this amount £20,000,000 had been lost by shareholders and over (1) £7,000,000 by creditors. Is it unreasonable to suppose that these great losses were the immediate cause of much | suffering and hardship that the outside world never heard of? Or, take the statement that in 1894 the | capital invested in limited companies in this country alone amounted to more than £1,000,000,000, being £315,000,000 | more than was invested in the companies of France and Germany combined. Is it not likely | that a large part of this enormous sum represented the fruit of care, industry, and perseverance on the part of (2) many men and women whose names were unknown to the world around them? And wherein lies the secret of | England's superior wealth, whereof these figures offer such convincing proof? Herein, surely, is food for profitable reflection, and hereon might | be based many interesting discourses wherewith thoughtful men would be both edified and instructed. Or, again, who can fail to | be both interested and amused at the statement of the Registrar of Limited Companies, that, in 1891, a | company was registered with a nominal capital of £10,000, divided into 9,600,000 shares of $\frac{1}{4}$ d. (3) each, and that the total subscribed capital was $1\frac{3}{4}$ d. ? The Act of 1862 requires | that at least seven shares shall be subscribed, and is it not interesting to see how scrupulously the strict letter | of the law was complied with? Further, cheques and bills of exchange amounting to not less than £20,000,000, | and often exceeding £40,000,000, pass through the London Bankers' Clearing House every day. What labour of brain and | muscle is represented by these figures! To what distant parts of the earth will the fruits of that labour be (4) forwarded! 'Tis an enormous sum. What an amount of good might be done therewith, whereat thousands would rejoice, and whereof | the world might feel proud! Lastly, the value of the British imports for the four months ended 30th April, 1903, | amounted to £117,385,167. | The commodities represented by this sum were supplied by peoples of various hues and customs in different parts | of the world. Picture to yourself the gathering and forwarding of these commodities, and you cannot fail to be interested. (500)

EXERCISE 192.

Negative Prefixes.

The italic type indicates that both consonants must be written.

Many illiterate persons, and others who can only be described as illiberal-minded, appear to be immovably convinced that there | is no advantage to be derived from the study of such a subject as astronomy,

and that any attempt to | number bodies which are admitted to be innumerable, or to measure space which is simply immeasurable, is but a waste | of time and energy. Such a view is at once irrational, illogical, and immoderate. Indeed, it is almost irreconcilable with the spirit of the age in which we live. The conclusion is irresistible that persons who hold such opinions are (1) in an almost irredeemable state of ignorance as to the value of mental training. None but the most immature intellect | can for a moment suppose that the contemplation of the illimitable space above and around us, with the innumerable crowd | of unnamed and unknown stars, can be anything but beneficial to any man, or can fail to irradiate the mind | of the observer and render him better fitted for the performance of even the ordinary duties of life. No man | will be unneighbourly because of his study of the immutable laws of nature. He is much more likely to be (2) known as an irreproachable member of society; moderate in his views; mature in his judgment; kind and generous to his | fellows. But apart from these considerations, it has been shown that from a purely legal point of view the study | of astronomy is far from being an unnecessary branch of learning. Thus, there is recorded an instance of a man | who was summoned to appear at a court of law held in Carlisle, and punctual to the minute, according to | the local time, he was in his place, only to find that the court had met according to Greenwich time (3) before his arrival, and had decided the case against him. The decision was afterwards declared to be illegal, and there | was another trial. More over, as a direct result of the illegality of the first trial an Act of Parliament was | passed with the object of preventing such a hardship in the future. It has been proved beyond a doubt that | were the labours of the astronomical observers suspended for any length of time, innumerable inconveniences and immeasurable, indeed, irretrievable mischief | would speedily result. The running of railway trains, now so marvellously methodical, would become quite immethodical; long sea voyages, now (4) so common as to be unnoticed, would have to be abandoned, and, in consequence, much of the merchandise now readily | movable from any one part of the world to another, would become practically immovable. In other directions, also, there would | be an almost inconceivable disarrangement of the affairs of life. Such considerations should serve to strengthen our conviction that no | branch of human learning can truly be said to be utterly useless, and should result in nerving us to greater | and better efforts towards self-improvement. Learning does not necessarily bring all happiness, but it certainly helps to alleviate much misery. (500)

EXERCISE 193.

Reporting Grammalogues.

I do not know that you will approve of my contention, but I have special reasons which lead me to | speak as I do, and the strength of my opinion ought not to be influenced by any objection which you | may take to my belief. I believe then, and I have always believed, that curiosity is a very

much stronger | feeling in the minds of most of the men I have met than perhaps, they would be willing to own. | I believe that it is this feeling which has sent adventurous men in every generation to explore regions of the (1) world whither man had not travelled before. I have no doubt that it is the same feeling that impels men | to the study of history, that they may find out the religious and political views of their predecessors on this | earth, the struggles they had, and the sufferings they endured for the sake of religion and the Holy Scriptures ; that | they may trace the rise and progress of Christianity in the days when the word " Christian " was taken to signify | a traitor to the State itself ; and that they may learn something of what was signified by the downfall of (2) heathenism, the gradual dawn of freedom of worship, and the growth of a larger measure of liberty to practise the | teachings of the Saviour. When I speak thus, however, I do not intend that my words should be taken to | signify that this curiosity is in any sense to be deprecated or blamed. On the contrary, I glory in the | possession of a larger share of the feeling than most young men can lay claim to. Indeed, I go so | far as to say that the great men of the past, who have glorified the age in which they lived, (3) were remarkable for the possession of this quality of curiosity ; and the same may be said of the men who | are likely to glorify the present age. Tell me, ye doubters, what led Sir Isaac Newton to the discoveries which | have revolutionized the scientific world, both as regards theory and practice ? What induced Sir Isaac Pitman, when a mere youth, | to devote himself to the study of phonetics, and brought him, at last, to invent a system of shorthand that | is now practised by hundreds of thousands in all parts of the English-speaking world ? What was the feeling that (4) first impelled Edison and Marconi to experiment, and, ultimately, to work such wonders with the subtle force of electricity ? Was | it not, in all these cases, a feeling of laudable curiosity to know more than they previously knew, which prompted | these men to studies which have had such striking effects upon the world at large ? And if we look at | the most prominent men in the House of Commons, we shall find that they, too, have turned to advantage this | feeling of curiosity which is inherent in us all. It is the indulgence of an idle curiosity that is blameworthy. (500)

EXERCISE 194.

Reporting Grammalogues (continued).

According to the general opinion or belief, a country cannot be defended with any great measure of success by a | population that has been, on whatever account, degraded. " They who are to resist with success," says one high authority, " must | first be moulded by equal laws into a due sense of national pride and personal importance." It was from the | lack of these feelings of pride in their nation and in themselves that the Britons suffered during the Roman occupation, | so many generations ago. It is quite true that after the Romans had been called away to the defence of (1) their own capital, the Britons made a much more stubborn

resistance to their new enemies than the latter could have | thought or believed possible, yet there can be no doubt at all that the Britons lost their liberty a second | time, and fell under the sway of the men from the northern nations, because the sentiments which had animated those | who met the first invaders of our island had died away and given place to a sense of inferiority. When | the very principles of freedom—which should be the life and spirit of the manhood and youth of the country (2) —when these are broken, there is but little hope for the future glory of the nation. It was thus with | the Britons. Their young children and youths of both sexes, had been accustomed, year after year, and generation after generation, | to accept without a word of reply the assumption of superiority by their conquerors, the Romans, whose residence here, while | it improved the face of the country and tended to improve the minds of its native inhabitants, certainly destroyed in | them those principles of liberty to which I have referred. They, therefore, cared less than they ought to have cared (3) what might be the result of their struggles with the fresh invaders. It is not difficult to believe that this | lack of true spirit affected somewhat the issue of the struggle. What might not have happened if the Britons had | but preserved in all its strength that spirit of freedom which did so much to glorify the deeds of their | predecessors! How different it might all have been! And what a difference it would have made to us and to | the world at large! Let us think over these things in this way for a short time, and we shall (4) see how significant may be our own actions, and what significance they may have for generations yet unborn. Remember, ye | students upon whose ears these words may fall, that if you are to receive the full weight of the advantage | and improvement which may be drawn from the important lessons of history, you must know what those lessons signify to | you, and what they have signified to your forefathers. This is a truth that must ever be remembered by every | member of society who desires to be able to speak with special knowledge of the great importance of historical study. (500)

EXERCISE 195.

Reporting Grammalogues (continued).

A gentleman, who was himself the principal manager of one of the most important railways in this country, once remarked | that the secret of good management in any business or trade was to attend strictly to one thing at a | time. He never tried to do two things at once, and we are told that he resisted, too, any attempt | on the part of other gentlemen to make him alter his rule. If he had a meeting with one person, | whether that person was a chief of a department, a medical doctor, a scripture reader for some religious society, or (1) an advocate for some new work of the Christian religion—it mattered not; he would see no one else until | he had done with the business in hand. If others called they had to wait till the first visitor went | away, which might be in ten minutes or in half an hour; or they could call again upon a more | favourable opportunity. "One at a time, and let each take his turn" was the rule he put down for

himself, | and by following it steadily he got through an amount of work that I believe would have been altogether above and (2) beyond the powers of most gentlemen. The number of people who interviewed him each week was almost incredible, and though | they did not all go away equally well pleased with themselves and with him, yet they seldom failed to thank | him for his courtesy of manner and language, and they never accused him of want of thought. To be sure, | he would not always see eye to eye with those who came to meet him, nor could he approve of | the methods of all who worked near him. In several instances he was known to send out for an official (3) that he might tell him his duties, and give him a warning if he had done wrong. He never made | light of a serious offence, but no man was ever called upon to explain a mere slip, and no one | was sent away, however serious his fault might be, till it was impossible to doubt his guilt. The manager usually | took particular pains to show the culprit that if it was necessary to punish him, the evil was brought about | by his own fault ; that it was owing principally to a want of care on the offender's part ; and that (4) it gave his superior no pleasure to have to use the authority he had for the purpose of chastisement. " Why | will you not apply your mind to study, and so build up a future for yourself ? " was a question he | often put to the clerks in the building wherein his office was situated. And he would continue : " Won't you now | decide to make use of the powers which have been given you to help you toward a better and more | happy life ? Whither do you go after the day's work is over ? Is it your usual plan to take the (5) chair at some convivial meeting, or do you usually keep out of such societies and spend your time in your | own house, effecting improvements in one direction or another ? Use your time wisely and well, for it cannot be extended." (540)

EXERCISE 196.

Reporting Grammalogues (concluded).

My dear Mr. Green,—It may not be out of place to remind you, and I am sure you will | pardon me for doing so, that though one may have difficulty in earning a good character, it is quite an | easy thing to lose it, as has been done over and over again by men specially lacking in strength of | will. I do not wish to deliver a sermon, or to suggest that my remark applies to you personally. Oh, | dear no ; I should owe you an apology, if I even thought of such a thing. I threw out the (1) remark merely to remind myself, as well as you, that it requires prudence to guard the good names we have | won among our fellows. Our fair names are prized by us both, and had not we deserved them we should | not possess them. The old epigram is as true now as ever, and it puts the same truth in a | different way, thus :

See thou thy credit keep ; 'tis quickly gone ;
'Tis gained by many actions ; but 'tis lost by | one.

This epigram should be delivered to every student of Phonography a third and a fourth time ; aye, and repeated (2) till it is deeply graven in his

mind and heart. *The delivery of a truth like the one contained in | the couplet just quoted may not appeal to him who has his ideas confined within a narrow circle, and who | looks with a cold eye upon anything requiring a larger mental scope. But it will appeal to the healthy, able | man who looks with awe and reverence upon everything that is good and holy and sublime. And, surely, his is | the right attitude of mind, according to the tenets of Christianity and the teachings of the Saviour, now glorified in (3) heaven. A good name is his by right, and as his actions have deserved, it is generally given to him. | Ah, my friend, not every lord is a noble man, but every poor man working at his art or trade | may cheer himself and child with the thought that it is the manner of using the faculties given him by | God that makes the true man and the gentleman. The possession of gold in itself is of no use. It | may even do harm by hardening a man's kind nature. Remember, thou wealthy man, thou canst buy a house, a (4) horse or a cart ; but thou canst not buy a good name. Thou canst build thyself a house with thy | gold which shall not be equalled by any, and fashion it according to thy desire ; but thou canst only build | up a good name by good deeds, and the labourer in thy yard may have a better name than thou | hast. Ah, remember these truths, and thou shalt be happy ! Proceed upon principle ; give all the weight of thy influence | to the furtherance of truth, religion, and justice ; and thou shalt be thanked and blest by all who know thee. (500)*

EXERCISE 197.

Reporting Contractions (Section 1).

A brief observation or inspection is sufficient to show anyone, irrespective of his professional standing, that productive and non-productive wages | respectively require special treatment from the efficient book-keeper. Only an inefficient accountant, deficient in the organization of financial affairs, and | imperfect or defective in his knowledge of commercial matters, could make the mistake of supposing that it would be sufficient | in every circumstance to regard both classes of expense as of the same description. No controversial discussion can be held | on the point, which is beyond controversy. Generalization in the preservation of accounts may be termed unconstitutional, from the point (1) of view of anyone who has organized or knows how to organize a set of accounts, whether relating to passenger | traffic or any other business. Such generalization would denote inefficiency in the book-keeper, and would be prejudicial to the interests | of his firm. It would be destructive of accuracy, and it might result in substantial loss and the consequent indignation | of the management or executive, who would naturally be indignant at a deficiency in their profits brought about by the | insufficient knowledge of anyone under their jurisdiction or subjection. Imagine their large prospective dividend reduced to an insignificant or unsubstantial (2) amount, and you will understand the signification of such a mistake as I have mentioned. I fear they would cross-examine | the

inefficient book-keeper on his inefficiency, and when they had cross-examined him sufficiently, the result of the cross-examination would probably be that the executive would exercise their prerogative, and, without prejudice to his personal character, would dismiss him for his want of proficiency. He might plead abstraction on his own part, or obstruction on the part of another as a reason for the insufficiency of circumstantial detail in his book-keeping; but this would not cover the imperfection of his knowledge (3) of the construction of accounts. The chartered accountant must have undergone an examination, both subjective and objective, in the theory of accounts. After his credentials have been inspected, he must inscribe a form of adhesion to the constitution of the association, and when this is inscribed the inscription is taken as binding upon him. He must be a constitutional member and must never behave in an unconstitutional way. He must act constitutionally himself and must restrain others from acting unconstitutionally, or so as to lead to the degeneration of the association. He need know nothing about perspective or the doctrines (4) of transubstantiation, regeneration, jurisprudence, or the transmission of energy; but he must be proficient in accounts; must know how to draw up a deficiency account, explain the insufficiency of the debtor's funds, and how there might have been a sufficiency instead of an insufficiency. His assistants must work efficiently, too. He must check anyone whose work is inefficiently done, who is insubordinate himself, or whose conduct leads to insubordination in others. The apparent insignificance of obstructive tactics must not deceive him, and if he can transcribe shorthand and make an accurate transcription on the writing machine so much the better. (500)

EXERCISE 198.

Reporting Contractions (Section 2).

Among the distinguished personages present at the thanksgiving service in a metropolitan church last January was an archbishop; a benignant Nonconformist preacher, with benignity in every feature; a professor of Nonconformity from a neighbouring Tabernacle; a benevolent Presbyterian, famous for his benevolence, especially to those connected with Presbyterianism; a leading Episcopalian and several members of the Episcopal bench, and a philanthropist, who in philanthropy and philanthropic zeal sets an example of unexampled unselfishness to the world. There was also an ecclesiastic, whose name I was unable to ascertain, but whose dignified, yet melancholy, appearance attracted me. A fine, tall man he (1) was, in whom every baser feeling seemed extinguished. Holiness and dignity shone in every line of his face. The majesty of his figure helped to dignify his whole appearance and stamp him as an ecclesiastic incapable of selfishness or meanness. A man with a high appreciation of the dignity of the sacred ministry; who would not hesitate to remonstrate with any offender against ecclesiastical orthodoxy, and who would insist upon an orthodox observance of the ecclesiastical laws with all the power which he was evidently capable of showing, should occasion require it through a breach of orthodoxy

by anyone subject (2) to his jurisdiction. The strong resolute mouth of the stranger convinced me that he was an administrator who would demonstrate | his strength of will in any tribunal over which he might be called upon to preside. I could well imagine | him to be a man who would discharge the duties consequent upon his appointment, regardless of any disappointment or displeasure | he might give either to a plaintiff or a defendant. Doubtless then his present air of resignation and contentment would | give place to dissimilar appearances, and he would simply be the judge and administrator of the law as he found (3) it. Clearly, he was a man who would distinguish himself in any position, either as a plenipotentiary representing a powerful | cabinet in an arbitration, or as an executor and trustee for a deceased friend. For th attainment of a worthy | object, or the atonement of a supposed fault, that man would relinquish any position and extinguish any private ambition. I | should like to hear him preach on the resurrection and the celestial entertainment waiting for all who give up selfish | ways, and live henceforth a life distinguished for virtue. I noticed, also, Lieutenant-Col. Smith, Captain Brown, and a non-commissioned (4) officer who has been promised a lieutenantancy as a reward for bravery in the field last November and December. Near | them was an evangelical minister, formerly connected with Methodism, and also a statesman who was baptized a Baptist and holds | strong views regarding Baptism and the right to baptize infants. He addressed a public meeting last February, and is to | speak in Manchester next September. I observed, also, Lady Nemo, who is an administratrix and executrix under the will of | a lady whose estates were so heavily mortgaged that she could obtain no further mortgage upon them under any circumstances. (500)

EXERCISE 199.

Reporting Contractions (Section 3).

Sir Isaac Newton, the extraordinary mathematician whose wonderful and unquestionable genius astonished the world and raised him from obscurity into | a position proportionate to his talent, and whose name has the singular power of arousing the enthusiasm of all enthusiastic | lovers of original and independent research, was the son of a farmer, who was devoted to agriculture and agricultural pursuits. | Isaac Newton was always an enthusiast as regards mathematics, and was able to astonish those who assembled in his father's | house by the imperturbable and impregnable patience he exhibited, and by his skill as a mechanic in the manufacture of (1) mechanical toys. His life was a perpetual study of subjects which are repugnant to most men. He felt no repugnance | for them, however, and he was perpetually exercising his intelligence in attempts to reduce the expenditure of energy, to make | the forces of nature subservient to man and applicable to every contingency, and to substitute mechanical power for manual labour. | It is unquestionably true that the applicability of many of the inventions used by the manufacturer at the present day, | though he may not suspect it, is

due to the preliminary experiments of Newton. His name is among the highest (2) in the aristocracy of the scientific world. Both the aristocratic statesman and the democratic leader advocating the cause of the | democracy owe a debt to the indefatigable labours of Newton. Magnetism and magnetic phenomena attracted him, and we are informed | that the simple observation of an apple falling in a perpendicular direction was sufficient to inform him of a universal | law. He was the great informer of the world of science. He manufactured no theory without care, and no Chancellor | of the Exchequer could bestow more pains on his Budget than Newton bestowed on the statement of a discovery. To (3) the inconsiderate and extravagant individual devoid of sensibility, to whom expensive attire and extravagance in living are indispensable, the indescribable | simplicity of Newton's life is not intelligible. Indiscriminate expenditure of his revenue was antagonistic to his sensible, well-proportioned and | intelligent nature, and intemperance was never suspected in him. Indeed, it found in him an antagonist whose antagonism was proportionate | to his enthusiasm for learning. He recognised his responsible position and the responsibility attaching even to his extemporaneous utterances, and | not in his most familiar moments, and with those whose friendship and familiarity he prized, would he sanction intemperance. He (4) would superscribe no suspicious recognizance, and, though he liked journalism, he did not favour it as an investment. His superscription | on any indenture or certificate was sufficient to advertise its genuineness. He never advertised himself at an assembly, and he | resented advertisement by others. Isaac Newton, Esquire, was title enough for him, but Queen Anne bestowed on him the honour | of knighthood, and, certainly, his merits were no more than proportionately rewarded. The magnetism of his example, and the magnetic | influence he exercised, were extraordinary. He died in 1725, at the ripe age of eighty-five. (500)

EXERCISE 200.

Advanced Phraseography (Section 1).

I-am about to say something which I-hope-you-will-not take as-if-it were meant to be | disrespectful to-the authors whos works you-love, and-the accuracy of whose opinions I-am-not disputing—at-all-events, not for-the-moment. I-can quite understand that I-may-be wrong; I-cannot-hope to be right | at-all-times; but, at-the-same-time, you-should-not, you-must-not, and-I-hope-you-will-not, | condemn me unheard. I-cannot-be led to-believe that-you-are so unfair. I-trust-not, and-I-shall- (1) be disappointed if-it-is proved that I-am-mistaken. I-did-not, and-I-do-not, expect to-find | that I-am. I-shall-be-glad, then, if-you-will-tell-me if-it-has occurred to-you that- | there-are-some readers who never take-the trouble to verify-the statements which they see from-time-to-time | in-the books they read? I-do-not-say—I-cannot-say—that-they-believe a statement because-they-think | that-the book in-which-it-has-appeared is an inspired volume; for, as you-must-be-aware,

here-is- (2) only one such volume. *But I-do* say, *and-I-think-you-will-not* deny it, that, *at-any-rate,* | *they act as-if-they-thought* so. *I-may-not-be* right, but *I-think I-shall-not-be* mistaken | in saying that-*you-must-have* come across instances of assertions in books of-*which-it-must-be-said,* and | *of-which-it-has-been-said* repeatedly, that-*they-are* absolutely incorrect. *You-will, I-think,* agree with me that- | *we-have* all, *at-some-time in-the-course of-our* reading, met such instances. Moreover, *you-should-not-be* (3) unwilling to allow that for a reader to accept every-statement of an author *as-if-it-were* heresy to- | doubt it or to-check it, is, and *must-be,* opposed to common-sense and-the right use of-one's | reasoning powers. If-the statement is found to be correct, surely you-were-not wrong in proving its truth. If- | *it-is-not* proved to be accurate, then *you-cannot-be* blamed for avoiding the trap into which-you-were | so very nearly falling. The faculties by-*which-it-was* possible for-you to-discover-the inaccuracy were given to- (4) you in-order-to-be used, and you-can scarcely be wrong in using them. *You-may-not have-thought* | of-this before, but *I-trust* that for-some-time to-come you-will watch more closely the statements you- | read, and-if-it-does happen that-you-can verify them *I-hope-you-will.* You-may then say *I- | was-not* wrong, and-that *I-had* reason for-these remarks. *I-had-not* thought of-extending this chat to- | such a length, and *I-cannot-do* better-than conclude now. *I-shall-not* trouble you again for-some-time. (500)

EXERCISE 201.

Advanced Phraseography (Section 2).

I-think-there-will-be few, or-rather, *I-know-there-will-be* few, who-will deny that if-there- | is-one thing more-than-another upon-which some-men pride themselves before-their friends whenever-there-is a chance | of-doing-so, it-is what in-their-own-language they-call their liberality of-thought and extent of information. | As-soon-as a subject is started in-their-presence, they-are anxious to-prove how-much they know about | it; what, in-their-opinion, should-be-done or avoided; how, in-their-case, hey would-have acted in-such (1) and-such a way; and so on. And, as-we-have-seen, they expect their hearers to be interested in- | their-statements, and to-accept them as authoritative. We-know-their-ways as-well-as-can-be, and-we-have- | their names before our minds just-now, have-we-not? Now, *I-am-sure-there-is* always a desire on- | the-part-of sensible people to-hear a scholar speak on a subject which he knows as-well-as-possible; | for-there-is sure to be-something said that-is-worth listening to. Such-men are decidedly worth hearing for- (2) their-own-sake, and for-the-sake-of-the wisdom which falls from-their lips. But, *I-wish-there-were* | more-men who realized that though-there-is such a desire as *I-have-mentioned,* it-is restricted to-the | utterances of-those whom we-call thinkers. *I-know-there-is* a deep-rooted antipathy in most-men to-be- | told-that, after-all, their knowledge is very limited; but, then, *I-know-there-is-not-one* of us who- | can truthfully assert that-he possesses full information even on-the most simple-matters, and-*I-think-there-is-no* (3) harm in reminding ourselves

sometimes of some (of the) things about which we neither know anything nor can readily get to know anything. For instance, I see there is a statement that wild ducks will readily follow a red dog as soon as they see it. Why is this? There may be an answer, but, if there is, I confess I do not know it. Again, I think there will be some of my hearers who will have noticed in their country walks that the scarlet runner always twines to the right, while the honeysuckle as invariably twines to the (4) left. If you are as well as usual in the morning we will go out and verify the statement. Can you explain these simple facts? There is another instance which I may refer to, while we are on this subject. As soon as the spring comes, we know as well as can be, that the swallow and the cuckoo will come to this country, as we have seen them come in the past, and as soon as they feel that autumn is upon them they will leave us again. What brings them, and how do they find their way here? (500)

EXERCISE 202.

Advanced Phraseography (Section 3).

(a) Dear Madam,—In reference to your letter (of the) 10th inst., I have further considered the point raised, and I am certain that you are mistaken in your view. I am confident that when the matter has been fully considered, and after the peculiar circumstances in connection with the case have been taken into consideration, you will see that, having regard to the possible consequences, it will be better, under the circumstances, to leave the matter where it is. On further consideration you may think this an unsatisfactory conclusion; but when you take into consideration the necessary consequences of legal (1) measures, which must be considered, I think you will agree that, all circumstances considered, submission will be the best. I am inclined to think that the peculiar circumstances of the case must be considered, and the matter dealt with in such a manner as to avoid all further friction, if possible. After due consideration of every circumstance, I have concluded that the course I advise is the best, and I hope that that conclusion will meet with your approval. What attitude does the local authority take in relation to the proposed new buildings in Morton Road? Yours truly, ALFRED OLIVER. (200)

(b) Dear Sir,—I have received your letter with reference to the dispute about which I wrote to you, and I will consider the matter carefully before taking action. Every point shall be considered; every possible consequence shall be taken into consideration, before I decide. At the same time, I feel bound to say that I fear your counsel will not lead to a satisfactory conclusion (of the) matter. On the contrary, I think it is a course which will be considered by the other side as an evidence of weakness in my attitude with relation to the trespass, and the (1) contrary result to the one you expect is very likely

to follow in-consequence. *In-this-manner-the* trouble will- | be aggravated, *and-the-provocation I-have-received in-the* past will-be small in-comparison with what I-may- | be-called-upon to put up with. However, I-am-very-glad I-wrote to-you with-regard-to-this- | matter, and-I-will-consider your counsel before going further. With-reference-to-the proposed new houses in Morton Road, | I-have-received a letter from-the surveyor to-the local-authority, stating that-it-is-considered essential that I (2) should alter the plans in-several important respects, and-that with-regard-to-the drainage scheme, the local-authority will- | be-glad to-receive fresh plans, which-will-be-taken-into-consideration, and, if-possible, approved. I-have-seen my- | brother in-relation-to this-Letter and, after-due-consideration, we-have-concluded to abandon-the idea, in-view (of | the) opposition we-have-received, and-in-this-manner answer-the surveyor's letter. You-will-probably remember that I-was | treated in-the-same-manner last-year, and-in-Like-manner I-gave up-the project. Yours-truly, TERESA DRIVER. (300)

EXERCISE 208.

Advanced Phraseography (Section 4).

In-all-parts-of-the-world educational-authorities are vying with-one-another in-their efforts to encourage commercial students | to-dive deeper-and-deeper into-the theory of business on-the-one-hand, and to-give more-and-more- | attention to-the application of-that theory, on-the-other-hand. In-point-of-fact, there-is-now, for-the- | first-time, a general recognition (of the) need for preparation for business life. The fact-of-the-matter is that- | the-example (of the) foreigner has set us thinking, with-the-result that, whether it-be right-or-wrong, the (1) commercial schools are with us, and it-would-now be more-or-less impossible to-close-them. That-they-are | appreciated at-the-present-day is proved by-the large-numbers in attendance at-them, notwithstanding-the comparatively short-space- | of-time which-has elapsed since-they-were first established. The facts-of-the-case in-their-favour have-been | put forward again-and-again by prominent commercial-men, both in-this-country and on-the-other-side (of the) | Atlantic; but never more forcibly than by "Punch" when-he-said "Incompetency is a gift of heaven, but business habits (2) can-be acquired." This-is-now widely recognised, and men send their sons and daughters to-commercial schools quite as- | a-matter-of-course. From-first-to-last, all-the-way through-the course, the students are taught on practical | lines. Imaginary transactions are carried on with-clients all-over-the-world, and, by-the-way, there-is almost as- | much keenness displayed by-the students as there-is in actual business. As-a-matter-of-fact, the rivalry that | exists between-them accounts in-a-great-measure for-the successful show they-are able-to-make, first in-the (3) examinations, and, sooner-or-later, in business also. Prejudice, however, dies hard, and-though-the number grows less-and-less | every-day, there-are still a few people who-are, to-a-great-extent, opposed to-the idea of teaching | business methods in

school. *It is difficult to say what is the matter with such people. I shall be glad to know, in the first instance, or in the first place, what is their objection to a youth learning, say, the theory of Banking and the Exchanges? In the second place, I would ask "Do you mean to say that- (4) such knowledge will interfere with a youth's progress in business life?" In the third place, I ask what would be the present condition of British trade were it not for the theories of thoughtful men in the past? In the next place, we shall be glad to hear if it has not been proved again and again that ignorance of theory on the part of merchants has been the cause of failure? And in the last place, I would point out that the ideal trader, like the ideal artisan, is he who most successfully combines perfect theory with prudent practice.* (500)

EXERCISE 204.

Business Phrases and Contractions (Section 1).

(a) *Dear Sir, — I am in receipt of your letter, and I am instructed by the directors to ask why you did not report with reference to Brown's position earlier? I am directed also to forward you the enclosed letter, and to request an immediate explanation (of the) same. I am directed to state further, that until these matters are cleared up, you must consider yourself suspended from acting on behalf (of the) company. I can assure you that I regret having to write you in such a strain. I am surprised that you should be placed in such a position, (1) and I do not understand how it has come about. I hope you will be able to explain what I regard as an awkward state of affairs. You may consider it best to come to London, and I think you may as well do so as long as you are at liberty. Enclosed please find cheque for last week's expenses. I beg to call your attention to the deduction, which I regret to state I was obliged to make, as it is against the rules to allow for such items. I have to call your attention to the small cheque (2) dated 15th September, which apparently has not been presented. I am requested to ask you to present this at once, so that our books may be cleared. With regard to Patterson's order, you will be glad to know that we are in a position to make delivery next week. I have the pleasure to enclose herewith the particulars you require, and I hope you will be able to clear up the present difficulty. Yours faithfully.* (275)

(b) *Gentlemen, — I am in receipt of your favour of yesterday, and I am rather surprised that you should consider me in fault with regard to Brown's affairs. I beg to enclose herewith for your consideration copy of my report (of the) 2nd August, from which you will see that I advised caution in dealing with this man. I beg to inform you also, and I think you will be surprised to hear, that I repeated this advice in my interview with the manager last month. Under these circumstances, I do not understand the tone of your favour of yesterday, and (1) I propose to wait upon you at once, so that this and the other matter may be gone into thoroughly. I enclose account for expenses to*

date, and-I also enclose-statement showing that-the items deducted from last-week's | account were authorized by-the terms of-my agreement. I-have, therefore, included these items in-the-present account. I- | enclose-cheque for Smithson's account, and-I-hope-you-are-satisfied with-the-orders forwarded to-you yesterday. I-am- | much-obliged for-the-particulars you sent me. Faithfully-yours. (190)

(c) Dear-Sir, — I-beg-to-acknowledge-receipt-of-your-letter of-yesterday, and to confirm-the telegram sent you this- | morning, asking you to-wait instructions. Your-letter was considered by-the-directors at-their meeting this-morning, and-I- | am-directed-to-inform-you that-they-will-be-pleased if-you-will resume your duties forthwith, and leave-the- | matters requiring explanation until you-are here in-the usual course. I-am-requested to add that-the-directors have- | no-doubt that a personal interview will satisfactorily clear up-the position. I-enclose-invoice for Grayson and Blackstone, and (1) also cheque for-the-amount deducted in error from-your last-week's expenses account. Yours-obediently. (116)

EXERCISE 205.

Business Phrases and Contractions (Section 2).

(a) Dear-Sirs,—In-reply-to-your-esteemed-favour of-yesterday, we-regret that-we-are-unable to-quote special-rates | for-the quantity of Petersburg Deals you-mention, but-we-shall-be-glad-to supply you at-the ordinary-rates | if-you favour us with-the-order. These-are-the best-terms we-are-in-a-position to-offer for- | such a small lot. Our lowest-terms for 150 standards would-be £10 5s. | per standard. The goods are (of the) best-quality, and-if-you-can let-us have an order for-this (1) quantity by-return-of-post, or by-wire-at-once, we-shall-be-pleased to-make-the necessary-arrangements to- | deliver-the deals in-accordance-with your-requirements. Kindly give our quotation your early-consideration, and-oblige us with an | early-reply, as there-is a brisk demand for-these-goods, and-we-cannot make this offer firm beyond Saturday next. Referring-to-your-letter (of the) 5th-inst., the specimens of mouldings will-be-forwarded to-you by-parcel- | post as-soon-as ready, and-we-hope they-will-be-found suitable for-your purpose. We-could forward-the (2) quantity you-require by-goods-train on-receipt of-your instructions, and-if-you desire it we-could send on | a small quantity by passenger-train to Allendale station. We-will-arrange-the-matter any-way-to-meet your convenience, | and, in-any-case, you-may-rely upon your-order being promptly executed to-the best-of-our-ability. Please | accept our best-thanks for-your-kind enquiry.—Yours-faithfully. (270)

(b) Gentlemen,—In-reply-to-your-letter (of the) 3rd inst., I-will-forward-the books by-first-post to-morrow, and- | the bill-of-sale and bill-of-exchange by registered-letter as-soon-as-convenient. The

balance-sheet and statement- | of-account are-not-yet ready, but will-be forwarded as-soon-as-possible. Referring-to-your-favour (of the) | 26th ult., I-have-sent Mr. Miles a copy of-your-last-letter to-me, as desired. I-enclose- | herewith copy-of-my-last-letter to Brown, together with postal-order received from-him in payment-of-account yesterday. (1) I hear he-has-been speculating on-the Stock-Exchange, and-has lost heavily. Rider promises to-send-the balance- | of-your-account at-the week-end. According-to-my notes the balance-due is £40 10s. 0d. Is- | this correct? Rider asks me if-we-can supply him with two dozen pairs (of the) vases with tulip decoration, | in-exchange for an equal number decorated with a rose, delivered to-him six-months-ago, and for-which he | finds he-has-no sale. He-is willing to pay the cost of carriage, if-you agree to-the exchange. (2) Please instruct me on-the matter, or write-him direct, sending me a copy of-your-reply. The other matters | you-refer to are having my best-attention. Yours-faithfully. (230)

EXERCISE 206.

Business Phrases and Contractions (Section 3).

(a) Dear-Sir,—We-are-in-receipt-of-your-favour (of the) 2nd inst., and-in-reply beg to-quote-you | 3s. 9d. per-lb. for first-quality, Scotch yarns. We-could-deliver-the first-instalment by-the | 18th-inst., and-the remainder according-to-agreement. We should-be-pleased to instruct our | makers-up to add your | trade-mark to-the labels, but-this would entail a little additional-expense. We should, of-course, only charge you- | the net amount (of the) additional-cost. Please-let-us-know by Wednesday-evening, if-possible, if-we-may book (1) your-order on-these terms. Referring-to-your-favour (of the) 1st-inst., this-is-the first-notice we-have- | received of any defect in-the-goods, though-we forwarded last-week over fifty lots to various customers, besides fulfilling | a large-number of-orders this-week. In-addition-to-this, we-have-just-received a large order for immediate | delivery in-the-north. It-is-just-possible that yours was-the only lot affected. We-expect a call from- | the finisher on-the Tuesday-afternoon of next-week, and-we-will take-care to-go into-the-matter with (2) him. Please-let-us-know by-Monday-morning the full extent (of the) damage, together-with any further-particulars you- | may-have as-to-the apparent cause. You-will, of-course, estimate the loss at-first-cost. If-you-care | to-make-an-appointment for next Tuesday-morning, we-shall-be very-pleased to see-you on-the matter. Please- | note-that-the catalogue you-refer to as having-been sent last-week is not-yet-to-hand. Yours-faithfully. | (280)

(b) Gentlemen,—I-regret to inform-you that Grinwell's financial-affairs have turned out to be in a worse muddle than | I-anticipated from-the-last-report I-received. It-appears-that not-only has-he been selling first-class goods | at considerably less than trade-price, but-that, in-order-to obtain ready money, he-has sold them much under | first-cost. This, of-course, could-not last long, but-the end came, apparently, sooner-than he expected. The trustee | hopes to declare-a-dividend of

about 5s. 6d. *in-the* £. Mr. Grinwell was elected to- (1) *the* board-of-directors (of the) Print Finishing Company, Limited, *two-years-ago*; but he seldom attended a directors'-meeting, and-his name only appeared *in-one* directors'-report. He-has-no interest *in-the* concern *at-the*-present-time. Please-forward me the necessary authority to receive-the-amount of dividend *on-your* behalf. I hear *that-there-is* | likely to be trouble *with-the* leaders (of the) local Trades-Union here. According-to-their-statement, it-appears-that- | the Employers' Federation have-not kept to-the-terms of-their agreement *with-the-men* in-regard-to an advance (2) promised them last spring. I-hope-the dispute will-be settled amicably, as-the whole district would feel the effects | of a strike or lock-out. Yours-faithfully. (227)

EXERCISE 207.

Political Phrases.

The party-leaders *in-the*-House-of-Commons met last-week to discuss the Act-of-Parliament, or-rather the | Acts-of-Parliament, relating to free-trade *with-the* colonies, the freedom-of-trade in-England, and-the freedom-of- | the-Press throughout-the British Empire. There-was a large gathering of right-honourable-gentlemen from-the House-of-Commons, | and-one right-honourable-member is reported to-have called it-the most successful meeting of-the kind he had | attended since he first entered-the House-of-Commons as a member-of-parliament many years-ago. The Prime-Minister, (1) as Leader-of-the-House and Leader-of-the-Party, presided over-the-meeting, and was supported by-the Chancellor- | of-the-Exchequer, the First Lord-of-the-Treasury, the First Lord-of-the-Admiralty, the Secretary-for-War, and | other prominent members (of the) Government. It-is-understood that-the-speech of a well-known member (of the) House- | of-Lords, who-is a pronounced free-trader, was-the-subject of discussion, and it-is rumoured that a bill | will shortly be introduced *in-the*-House-of-Lords dealing with-the question of taxation. The Army-and-Navy both (2) came in for-consideration, and it-is-said that a Parliamentary-Committee is-to-be appointed to inquire into-the- | subject (of the) training of officers for both branches (of the) service. The Secretary-of-State is thought to favour- | the appointment of-members of both Houses-of-Parliament on-the proposed committee. With a Chairman-of-Committee who-has | had practical experience of military or naval affairs the suggested committee would-be-likely to achieve beneficial results. As-the | President-of-the-Board-of-Trade said *in-his* speech at Manchester, very-much-more information can-be obtained in- (3) committee than-the majority of people would suppose. Another matter which-is stated to-have occupied the attention of right- | honourable-members at-the meeting was-the conveyance (of the) mails to Canada and-the United-States, on-which question | the Postmaster General and-the Secretary-of-State-for-the-Colonies both hold strong-views. The Leader-of-the-Opposition | has stated his intention of-raising-the question in-Committee-of-Supply, and-the

public will look forward with interest | to-the next move. The Secretary-of-State-for-the-Home-Department and-the honourable-and-learned-member for Northwich (4) are said to be drafting a bill for-the more stringent regulation (of the) tobacco trade, with a view to- | the prevention of juvenile smoking. It-is probable that very-little interest will-be displayed at-the-first-reading (of the) bill, but at-the-second-reading there-should-be a good debate, as-the Anti-Tobacco League are making every effort to influence the voting upon-the measure. Those engaged in-the-trade are of opinion that though-the bill | may pass-the second-reading, it-will-be so altered that at-the-third-reading it-will-be quite harmless.
(500)

EXERCISE 208.

Law Phrases.

. The Articles-of-Association are-the rules for-the regulation of a joint-stock-company, and-according-to-the opinion | of a King's-Counsel (who-was recently counsel-for-the-defence in an important case tried before-the Lord-Chief- | Justice, in-which-the learned-counsel succeeded in obtaining a verdict-for-the-defendant), the Articles-of-Association may-be | produced as documentary-evidence along with circumstantial-evidence in-the Chancery-Division (of the) High-Court-of-Justice, or even | in-the-Central-Criminal-Court, should a case arise in-that court. The Memorandum-of-Association, on-the-other-hand, (1) contains a statement (of the) objects for-which a joint-stock-company is formed, and-the conditions of-its incorporation. | The secretary of a joint-stock concern should make it his business to be acquainted with-the principal Acts-of- | Parliament relating to joint-stock-companies, so-that if-he-should-be called-upon to-give evidence in a court- | of-justice, he-may acquit himself well, whether under-the examination-in-chief by counsel-for-the-plaintiff, or-the | cross-examination by-the counsel-for-the-defendant. He should remember that full knowledge gives calmness and nerve to a (2) witness, and-that-the-man who-knows both-the law upon-the-matter and-the circumstances-of-the-case need | fear no question from learned-counsel. Then-the joint-stock-company's secretary should also have a general knowledge of County- | Court procedure, so-as-to know how to enforce payment of a debt by-the issue of a judgment-summons, | should such an extreme method become necessary in-the-course-of business. If-the-company for-which he-is secretary | is a manufacturing concern, he-should make himself acquainted with-the-main provisions (of the) Workmen's-Compensation-Act and-the (3) Employers'-Liability Act, remembering that at common-law an employer is-not liable for an injury to-one-of-his | servants unless personal negligence on-the employer's part is proved to-have caused the accident. It-should also be borne | in mind that in-cases of-claim for compensation under-these acts there-is a right of appeal from-the | County-Court to the Divisional-Court (of the) High-Court-of-Justice, and-afterwards, by leave, to-the Court-of- | Appeal and to-the-House-of Lords. Of-course,

every business man should-know how to-deal with a dishonoured (4) bill-of-exchange, and-the circumstances in-which-the services of a notary-public may-be dispensed with ; and-as | he-may-require to act under a power-of-attorney, he should-be familiar-with-the form of-this authority. | The terms bill-of-sale, personal-estate, real-estate, and reversionary-bonus, should-be known and-understood, and-there-should | also be-some acquaintance with-the-principal duties of an official-receiver. It-will-be gathered from-the foregoing that-| there-are-many things besides actual knowledge of-his business which it-is very desirable the commercial man should-know. (500)

EXERCISE 209.

Theological Phrases.

On-Christmas-Day, followers (of the) Christian-faith, whether they be members (of the) Church-of-England, the Church-of-Ireland, the Church-of-Rome, or-the Episcopal-Church, have-their-attention directed to-the-great event which-the day | commemorates, and-the whole Christian-Church, the Church-of-Christ throughout-the whole world, unites in celebrating with joy the | anniversary (of the) birth of-Christ-Jesus, the Son-of-God, the Lamb-of-God, who-came in obedience to | the will of-His Heavenly-Father, to establish-the Kingdom-of-Christ upon earth, to teach the children-of-God (1) how to-grow in grace and obtain everlasting-life in-the kingdom-of-heaven. On-this-day every minister (of | the) gospel, whether a Roman-Catholic, a Wesleyan-Methodist, or a member (of the) Established-Church, directs his thoughts and- | his words to-the Child who-was born (of the) Virgin-Mary, and who-was destined, in-the-providence-of- | God, to-preach the gospel of-peace, and work a stupendous change in-the religious beliefs and practices (of the) nations- | of-the-earth. It-is safe to say that on-this-day every Right-Reverend-Bishop in-the-Church, every (2) preacher in-the United-Free-Church-of-Scotland, every Sunday-School teacher, who speaks (of the) Word-of-God, mentions | the glad-tidings referred to in-the passage-of-Scripture which relates the birth of-our-Lord. There-is-not | a preacher of-Christianity, whether engaged in work on-the home-missions or serving the cause of-God by spreading- | the knowledge of-His Holy-Word among-the heathen in foreign-missions, who-could allow this-day to pass without | congratulating himself and-his fellow-creatures upon-the advent of-Christ, our-Lord-and-Saviour. In a similar way, it- (3) is-impossible to pass a Good Friday without reverting to-the-Great Tragedy narrated in-the New-Testament-Scriptures, when- | He who-came to bestow upon-the people of-this-world everlasting-life in a world-without-end, was himself | put to death. Thus, too, the resurrection-of-Christ and-His ascension to-the right-hand-of-God-the-Father, | reminds us (of the) doctrine (of the) resurrection-of-the-dead and-the continued existence (of the) soul in a | future-state. Surely one (of the) great Lessons to be learned from-the life of-Christ is-the Lesson of (4) kindness towards others ! Every true believer in-Christ who reads and reflects upon our-Lord's Sermon-on-the-Mount must- | be struck with-the beautiful Lessons of

charity, mercy, and forgiveness-of-sins, which it teaches. "When God," said a | great preacher, "made the heart of man, His first gift to-it was kindness," and-if-this gift has-not-| been actively employed previously, it-must-be roused into life by-the reading and consideration (of the) Lessons of-| this wonderful Sermon-on-the-Mount. The goodness-of-God appears in every word, and exhorts us, also, to goodness. (500)

EXERCISE 210.

Intersected Words.

It-is-to-be deplored that some members of-every political-party in-the Houses-of-Parliament, whether the Liberal-| Unionist-Party, the Conservative-Party, the Liberal-Party, or any other Parliamentary-Party, are too-much inclined to-make a | party-question of almost every proposal that comes before them. I quite believe that party-government is, on-the whole, | the best system; but it-has, I-think, some drawbacks, and-this-is one-of-them. Should-the Government, for-| instance, ask-the House to-give serious-attention to a new bill for-the better management of-some Government-department, (1) as, for-instance, the Local-Government-Board; or should-they propose a change in-the regulation (of the) shipping-department | (of the) nation; some members of-one or-other (of the) political-parties in-the-House would treat the proposal | as a party-question, whereas, as-a-matter-of-fact, a few-minutes' special-attention given to-the-matter would | show it to be nothing (of the) kind. Government officials are conscious of-this defect in-the-system of English-| -Government, and-they hesitate, I-fear, to-suggest improvements in-their-departments, because-they-do-not wish- their suggestions to (2) be treated as party-questions. The same flaw exists, I-believe, to-some-extent in our system of municipal-government. | Thus, suppose-that some members (of the) local-authority are in-favour of-granting facilities to-the military-authorities (of | the) neighborhood for exercising-the troops on ground belonging to-the local-authority; others—members (of the) opposite political-party—| object, not-so-much because-they disapprove (of the) proposal, but because-it originated with-the opposite-party. They treat-| the matter as a party-question, and-vote accordingly. Why, if-these methods were followed in-the joint-stock-companies, (3) the steamship-companies, or the railway-companies (of the) country, these companies would lose many (of the) advantages they now | enjoy. But it-is-not-so. On-the-contrary, if a railway-official of, say the Great-Western-Railway-Company | were to-suggest an improvement in-the-method of signalling, his suggestion would-receive proper-attention, and, if approved, it-| would-be put into practice, without regard to the position (of the) man who-made-the suggestion. Local managers would-| be instructed to-make-arrangements for carrying out-the idea, and-when satisfactory-arrangements had-been made the public would- (4) be informed (of the) change. Why cannot the same method be adopted in-the-House-of-Commons and-by every | local-authority? I raised the

point *at-the* recent debate *in our* Shorthand-Writers'-Association, *but* I-found little support *I for-my* views. *My* motion *for an* inquiry *was* seconded *by-our* president, Major-Jones (of the)Volunteers, *merely as-I* a-matter-of-form *and in-order-that-it-might be* discussed. *In-the opinion* (of the) majority *the* methods *I of-procedure in-the-House-of-Commons,* *and-in-the* various County-Councils *and* Town-Councils, *had* reached *high-water-* (5) mark, *as-they put it, and could-not-be improved.* Professor-Morgan *and-the* Managing-Director (of the) General-Omnibus-*I* Company *who-came to-hear-the* debate, were invited *to-speak, and-they-* were both against *me.* *In-fact, the I* only men *who agreed with me* were-*the* local managers (of the) Life-Assurance-Company *and-the* General-Insurance-Company, *I who* both spoke *very strongly in-* support *of-my* views. (570)

THE END

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